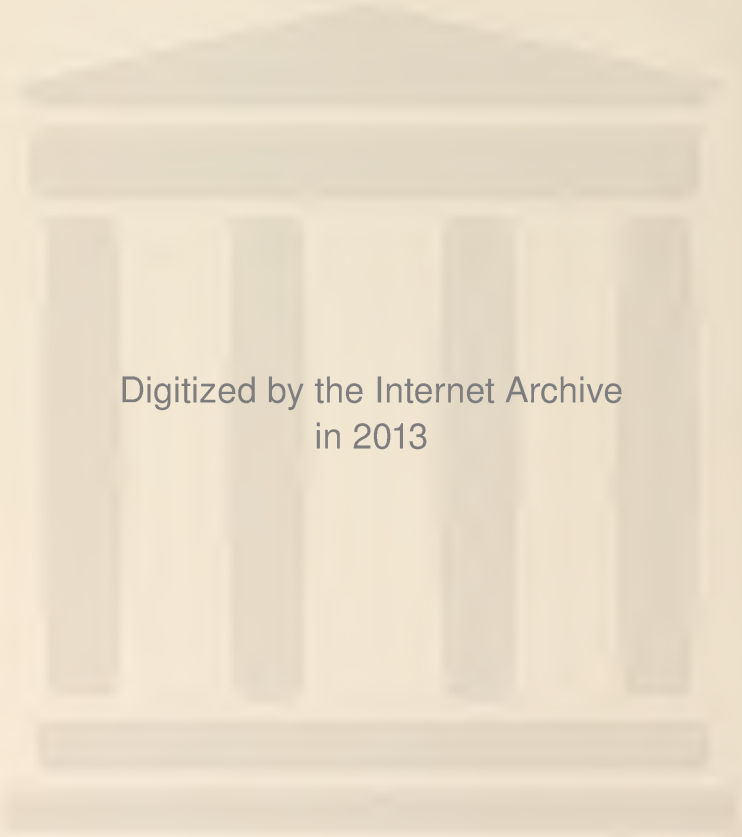
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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

JANUARY 1929

The next meeting of the Special Libraries Association will be held at 1:10 P.M. on Thursday, January 17th at the Pig'n Whistle 31 Powell Street. Please note that from now on the regular meeting will be held on the third Thursday of each month instead of the third Tuesday.

The newly elected officers will make their initial bows and committee chairmen are to be announced. A number of definite and worthwhile projects for the coming year will be submitted and addittional suggestions are invited. Please take this opportunity to let us know what the Association can do for you.

We hope you will find it possible to attend.

Amy M. Caya

Davenport 1900 Secretary

SPECIAL ANNOUNCEMENT

The Special Libraries Association of San Francisco takes great pleasure in announcing that Mr. Nathan van Patten, Director of Stanford University Library, will address us at our next meeting on the subject of "Union Lists". Mr. van Patten has been affiliated with such institutions as Queen's University and McGill University, Canada, and the Massachusetts Institute of Technology, and is a member of numerous library associations here and abroad. As a member of the American Library Association committee under whose guidance its Union List was prepared he is particularly enabled to discuss the work and value of preparing union lists and catalogs and to consider other important works of this character.

For the convenience of those who are unable to attend luncheon meetings, and to allow time for discussion if desired, we have arranged that this be a dinner meeting to be held at 6:30 P.M., Tuesday evening, February 19th, at the Bellevue Hotel, 505 Geary St. Reservations at $1.25 per plate may be made by phoning the secretary at Davenport 1900 or writing her at the California Development Association. We are especially fortunate in having the opportunity to hear Mr. van Patten at this time and we hope you will make every effort to attend.

Sincerely yours,

Amy M. Caya

Amy M. Caya
Secretary

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

MARCH 1929

A glance at the calendar will show that two outstanding events will take place next Thursday, March 21st -- Spring with its many distractions will be with us officially and we Special Librarians will be given the opportunity to visit one of the shining examples of business libraries in this vicinity. A knowledge of where to turn for additional data is one of the most important advantages of membership in our Association and personal visits to the individual libraries are not only extremely interesting but also definitely worthwhile. Among other things, one finds elusive reports for which one has been hopelessly searching, special collections unobtainable elsewhere, and innumerable suggestions for publications and methods of value for one's own library.

The Pacific Telephone and Telegraph Library at 140 New Montgomery offers all these attractions and more - including a magnificent view - and has opened its doors to us from 1:30 on. Preceding this, luncheon will be served promptly at one at Belle De Graf's, 681 Market Street, a block or so from the library. If you are unable to attend the luncheon we hope to meet you at the library shortly after 1:30 and we assure you that it will be a most enjoyable and profitable occasion.

Sincerely yours,

Amy M. Caya

Amy M. Caya
Secretary

Davenport 1900

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

April 12, 1929

Through the courtesy of the Down Town Association, the regular monthly meeting of the Special Libraries Association of San Francisco will be a joint luncheon meeting to be held at 12:15 Thursday, April 18th, in the Italian room of the St. Francis Hotel.

The subject of "Changing trends in Distribution" will be discussed by Dr. Frank M. Surface, Assistant Director of the Bureau of Foreign and Domestic Commerce, in charge of the Domestic Commerce Division. This will undoubtedly be of great interest and value as we depend to such a large extent on the activities of this Bureau and it is a privilege to hear of them from a representative direct from Washington, D.C.

This also affords a splendid opportunity to cooperate with the business men of San Francisco and is in direct line with our 1929 direct contact publicity campaign. Please mark this on your calendar and help us make a good showing at this time. Your secretary shall be glad to make reservations at $1.25 if you will phone her at Davenport 1900.

Sincerely yours,

Amy M. Caya

Amy M. Caya
Secretary

DOWN TOWN ASSOCIATION

85 POST STREET
TELEPHONE KEARNY 0487
SAN FRANCISCO

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April 12, 1929

TO MEMBERS OF THE SPECIAL LIBRARIES
ASSOCIATION OF SAN FRANCISCO.

On the suggestion of your Secretary, Amy M. Caya, we are pleased to inform you of the luncheon of the Down Town Association that will be held in the Italian Room of the Hotel St.Francis, Thursday, April 18th next. The speaker on this occasion will be Dr. Frank M.Surface, Assistant Director of the Bureau of Foreign and Domestic Commerce, Department of Commerce, whose subject will be "Changing Trends in Distribution."

While Dr. Surface's message, in this particular address, is directed to retailers it will doubtless be of interest to members of your Association, all of whom are cordially invited to attend this luncheon.

Admission to the luncheon is by ticket obtainable at this office, 85 Post Street. Tickets, $1.25, limited to the capacity of the Italian Room.

Yours very truly,

Frank E.Carroll,Chairman
Luncheon Committee

MARSHAL HALE.
President

TO MEMBERS OF THE SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO!

The California Library Association is meeting in Sacramento, May 6-8.

Our Association is taking an active part in the Special Libraries Section meeting at 1.45, Tuesday, May 7.

Mr. Worthington has charge of this program. Mr. Ormsby of the California Development Association is to speak. Miss Jackson is to present a paper by Miss Ferguson on "Things in print worth noting". Altho the distance is too far for special libraries of Los Angeles to be represented, we are hoping to have a paper from one of that group. County and city librarians who are interested in discussing special libraries and how the various libraries can cooperate are expected to attend.

This is the first time for a number of years that this State meeting has been near enough for San Francisco special librarians to consider attending. It gives an opportunity to keep in touch with librarians and library activities in other fields, to foster an interest in the work in our own field, and, in the case of this meeting, to see the new State Library building.

A number of us are planning to be there for the Tuesday meeting. We would like to have as many as possible from our Association, and would be very glad if you could join us. Please call me for any information about the meeting.

MARGARET HATCH

Sutter 7700-

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

The May meeting of the Special Libraries Association of San Francisco will be held at the Pig'n Whistle, 31 Powell Street, at 1:10 P. M., Thursday, May 16th. We wish to take this opportunity to report on the progress that has been made on the various projects discussed at our January meeting and to receive further suggestions. We have also to tell of the successful meeting held at Sacramento this month in conjunction with the California Library Association.

We urge particularly that yoube present at this time as this is probably the last meeting before vacations claim our attention.

Sincerely yours,

Amy Caya

AMY CAYA
Secretary

Davenport 1900

LIBRARY
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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

The Special Libraries Association of San Francisco will meet at one o'clock for luncheon next Thursday, June 20th at the Pig'n Whistle 31 Powell Street.

At this time Miss K. Dorothy Ferguson will report on the annual meeting in Washington from which she has recently returned. It is fortunate for those of us who were unable to attend this meeting, to hear first-hand of the activities of the various other special library groups and there will be many points of interest and value discussed. Of particular value will be the lists which will be distributed of worthwhile research material compiled by these groups during the past year.

Several other matters will be presented for discussion and we urge that you make every possible effort to attend.

Sincerely yours,

Amy M. Caya

Amy M. Caya
Secretary

Davenport 1900

CALIFORNIA
AUG 1 1928
ACADEMY OF S

See the PALACE of the LEGION of HONOR sculpture exhibit under the direction of Mrs. Rose Berry, lecturer, with the Special Libraries Association, Wednesday evening, August 28th.

Delicious chicken dinner preceding the exhibit at the Piccadilly Inn, 309 Sutter, (Between Stockton and Grant) at 6 o'clock. Bring guests, if you desire. Eighty-five cents a plate.

Please make reservations early by telephoning Douglas 4903 or writing Miss Sonia E. Wilderman, Commonwealth Club Library, 345 Sutter Street.

* * * * *

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

September 13, 1929

An unusually interesting luncheon meeting is scheduled for next Thursday, September 19th, promptly at one P.M., in private dining room number one of the Hotel Plaza, at Stockton and Post Streets. We are exceedingly fortunate in both the speaker, who is much in demand, and his subject, which will be of particular interest to all special librarians.

Mr. Paul Clagstone, Manager of the Western Division of the United States Chamber of Commerce, will discuss the contributions of the national chamber of commerce to research.

Please make a special effort to attend this meeting for it will prove both interesting and worthwhile. Luncheon will be 75¢ a plate - no reservations are necessary.

Sincerely yours,

Amy M. Caya

Amy M. Caya
Secretary

Davenport 1900

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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

While not of the popular pirate-hunt variety, the regular monthly meeting of the Special Libraries Association of San Francisco will be in the nature of an exploration trip - the rewards varying possibly for each individual but none the less certain.

We have been cordially invited by a fellow member to visit the library of the Bureau of Economic Research and Public Administration and also the special Agricultural Library in the same building at Berkeley. We are very fortunate to be able to see for ourselves the vast amount of material that is available in these collections and which we may use when necessary. One cannot become acquainted with enough supplementary sources and these are unusually worthwhile and valuable to each of us no matter how special his field.

We shall meet for dinner at 6:30 Thursday, October 17th, at Drake's Resturant, 2441 Bancroft Way, Berkeley, and later leave from there for the University of California Library only a couple of blocks away. One may travel either Southern Pacific or Key System as follows:

S.P. - leave Ferry Bldg. at 5:20 or 5:40; take Ellsworth train and get off at Bancroft Way station; then walk three short blocks east toward the hills.

Key - leave Ferry Bldg. at 5:15 or 5:30; take the local Berkeley train transferring to the express car at Alcatraz; get off at Bancroft and Telegraph and walk one short block west toward the bay.

We can promise you a good dinner for 75¢ (no reservations necessary) and a profitable and enjoyable evening that you cannot afford to miss.

Sincerely yours,

Amy M. Cayo

SPECIAL LIBRARY ASSOCIATION OF SAN FRANCISCO

After several months of wandering, we are again returning for an informal discussion meeting to the Pig 'n Whistle, 31 Powell Street, San Francisco, to be held at 1:00 P.M., Thursday, November 2nd.

The BIG GAME will not be the main discussion subject, but we are offering you an equally attractive one in its place. Miss Annette Windele, Librarian of the American Trust Company, will begin the discussion by acquainting us with a publication of the H. W. Wilson Company on selective cataloging, which upholds and explains the short cut methods so essential for those of us who must index elusive facts with the minimum of time and effort.

We hope that each of you will likewise be prepared to offer a suggestion of some kind: a method of handling material, a new bulletin or book, a new service, etc., and thus make of this meeting a worthwhile contact of mutual benefit.

Sincerely yours,

Amy M. Caya

Amy M. Caya,
Secretary.

Davenport 1900

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

January 10, 1930

The first meeting of 1930 will be held in private diningroom #1 of the Plaza Hotel, Post and Stockton Streets, at one o'clock, January 16th. The luncheon will be 75 cents per plate.

We are happy to announce that the National Association has decided to hold its 1930 meeting in San Francisco the latter part of June. As hosts on this important occasion, our local chapter must begin at once to lay plans for an interesting program and suitable entertainment.

Every member is urged to be present and to come primed with suggestions and eager to serve on innumberable committees. We shall also have reports on various projects under way in the local chapter during the last year.

Sincerely yours,

Margaret M. Miller
Secretary

Sutter 7700
Local 340

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

NEWS BULLETIN

January 1930

On January 16 the Special Libraries Association of San Francisco met for luncheon at the Plaza Hotel. Twenty members and guests were present to share in the enthusiastic discussion and formation of plans for the convention and for 1930.

Mr. Cowles, our new president, opened the meeting with a report on the budget. For the year 1929, $30 from the national Association sufficed for our needs, but with our present ambitious projects--the preparation of the directory of special libraries in northern California, and the completion of the union serial list--it is planned to request $75 for the current expenses of 1930.

In the absence of Miss Jackson, chairman of the union list committee during 1929, her report was read by Mr. Cowles. Miss Jackson is very enthusiastic about the completion of the union list for the national meeting in June. This will be assured if the provisional list is completed by the last of February. At present the list is arranged alphabetically on cards and may be consulted at the Bank of Italy Library, DOuglas 6000.

Following a reading of the telegram sent to Miss Ferguson, chairman of last year's convention committee, by Mr. Angus Fletcher, chairman of the national convention committee, which announced the decision of the national Association to hold the 1930 meeting in San Francisco June 18-21, subject to confirmation by the local chapter, Mr. Cowles asked Miss Ferguson to report on a meeting of the convention committee held the previous day.

Miss Ferguson is jubilant over the prospect of having the national Association as our guests next Summer. She thinks that it will be "lots of work but lots of fun", and that everyone in the local chapter should do everything in his power to make the meeting in June an outstanding success. Program plans are already under way, with Miss Ferguson as chairman of the national committee, and include an arrangement by which members of one group may attend meetings of other groups without much conflict.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

NEWS BULLETIN

January, 1930

The list of committees for the convention is as follows: (This is a skeleton list only and will be considerably increased from time to time so that eventually every member will be helping toward the success of the event.)

General committee:
Mr. Cowles, ex-officio
Miss Ferguson
Miss Webber
Mrs. Willems

Sub-committees:

Banquet:
Mr. Cowles
Mrs. Caya
Miss Thomas

Hospitality:
Mrs. Willems

Hotel:
Miss Webber
Mrs. Kibbe
Miss Miller

Program:
Miss Ferguson

Publicity:
Miss Turner
Miss Jackson

The following standing committees were announced. These also are subject to increase as the nature of the work requires.

Directory:
Mrs. Caya
Mr. Cowles
Miss Wilson

Employment:
Miss Ferguson

Hospitality:
Mrs. Kibbe

Membership:
Mr. Worthington
Mr. Morgan

Program:
Mrs. Willems
Miss Rucker

Publicity:
Miss Turner

Union list:
Miss Jackson
Miss Ferguson
Miss Holden
Mrs. Willems
Miss Windele

Union list sub-committee:
Miss Jackson
Mrs. Caya
Miss Krisher
Miss Strong

After a motion, which was carried, that the regular meeting date be changed from the third Thursday of the month to the third Tuesday, as the Constitution provides, the meeting adjourned.

The hotel sub-committee reports that the Clift has been chosen for the headquarters hotel; additional rooms will be reserved at the Bellevue. The banquet committee has decided to have the banquet on the first evening of the convention, June 18th, and the place tentatively selected is the Western Women's Club.

MARGARET MILLER, Secretary

Tuesday, ~~January~~ February 18th [1930], about 30 members of the S.L.A. of S.F. were guests of the P.G.&E. Library. An excellent chicken dinner was served for us in the company's cafeteria, Mr. W.G. Vincent Vice-Pres. and Executive Engineer, of the Company, spoke after dinner and then we all

Mr. Vincent's talk on "Natural Gas" was both interesting and "illuminating". Beginning with the first instances of natural gas found in history - it was known in China and along the shores of the Caspian Seathousands of years ago - Mr Vincent traced the development of the use of natural gas to the present time. First used commercially in the U.S. in a small town in N.Y. in 1815, the greatest expansion in the industry has taken place since 1928. It is necessary that natural gas exist in large quantities to justify the expenditure required for pipe lines to transport it to points of consumption. Since the great gas fields at Monroe, La. and Amarillo, Texas have been discovered pipe lines hundreds of miles in length have been constructed through the Middle West. In California the discovery of the Buttonwillow and Kettleman Hills fields led to the building of the recently completed P.G.&E. transmission line to the Bay Region. At present another line is being built in conjunction with the S.O. Co. of Calif. to parallel the first, and with the branch system will serve communities in northern and central Calif. When this is completed about 98% of the consumers of gas in Calif. will be using natural gas.

Tuesday, [illegible].

Miss Ferguson reported on the progress being made by the Convention Committee. The Program Committee is busy securing interesting speakers. The Publicity Comm. is busy also - the next number of "Special Libraries" will carry publicty regarding travel arrangements and hotel accomodations. From the letters being received from the East and Middle West, many are planning to be here for the meeting in June. Hotel reservation are already being made.

Last, but not least, everyone visited the library for a leisurely tour of inspection, questions to our kind hostesses and informal discussions among ourselves. Altogether we had a very profitable and enjoyable evening for which we wish to thank our hostesses, Mrs. Reinero and Mrs. Hansen, and our speaker, Mr. Vincent.

TE | NOTED
E. W. W. | ✓
H. U. K. | ✓
A. C. | ✓
W. McK. | ✓
E. K. P.
G. H. K.
G. McC.
G. V. R.
D. C. S.
H. A. M.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

February 11, 1930

The Special Libraries Association is very fortunate in having an opportunity to visit another one of its member libraries. The Pacific Gas and Electric Co. Library has invited us to hold our February meeting there and has planned an interesting evening for us.

We will meet for dinner, Tuesday, February 18th, at five-thirty P.M. on the 16th floor of the Pacific Gas and Electric Co. Bldg., 245 Market St. Mr. W. G. Vincent, Vice-President and Executive Engineer of the Company, will talk to us on "Natural gas" - an industry which is assuming a part of major importance in California and therefore a subject of timely interest to us all.

After dinner, we will visit the library, which we assure you, will be a valuable experience for this is a noteworthy example of a Public Utility library. First established in 1913 as a memorial to James Hugh Wise, the library bears his name, although it is better known as the Pacific Gas and Electric Co. Library. In 1925 it was reorganized as a technical library for reference and research and since then has built up a well-rounded collection consisting of 3523 volumes, a pamphlet collection, and a subscription list of 175 periodicals.

Please make your reservations for the dinner, which will be seventy-five cents per plate, by telephoning Mrs. Reinero at the Pacific Gas and Electric Co. Library, Dav. 1234, Local 863, not later than Saturday, February 15th. If you are unable to attend the dinner, we hope to meet you afterward in the library, 16th floor.

Margaret M. Miller

Secretary.

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

March 1930

ANNOUNCEMENT

The California State Chamber of Commerce Library will be host to our Association on the evening of Tuesday, March 18th. Members and their guests will gather at Bernstein's Fish Grotto, 6 Sacramento Street, in the dining-room upstairs, at 6:30 for a fish (or other) dinner.

After dinner we will adjourn to the headquarters of the California State Chamber of Commerce on the second floor of the Ferry Building, where Mrs. Amy M. Caya, librarian, will have her library open for inspection. Mr. Herbert F. Ormsby, Director of the Research Dept., will speak to us on the organization and activities of the Chamber. This body, less than 10 years old, has already many accomplishments to its credit in its work of acting as a clearing-house for all sorts of information regarding the State, and our visit should prove a noteworthy item in our program of getting acquainted with the various types of special libraries in the Association.

Please telephone your reservation to Mr. Cowles, Bayview 5100, Local 15, before Monday noon. Dinner will be $1.00 per plate.

NEWS

Miss Ruth Snider, formerly of the Silberling Business Service has joined Miss Margaret Hatch at the Emporium Executives Library.

Miss Veronica Sexton, a new member and recently of the Oakland Free Library, is assistant in the library of the California Academy of Sciences.

BULLETIN

On Tuesday evening, February 18th, about 30 members of the Association and several guests met at the Pacific Gas & Electric Company Library. An excellent chicken dinner was served for us in the Company's cafeteria, and Mr. W. G. Vincent, vice-president and executive engineer of the Company, spoke after dinner interestingly and illuminatingly on Natural Gas.

Beginning with the first instances of natural gas known to history--it was found in China and along the shores of the Caspian Sea thousands of years ago--Mr. Vincent traced the development of the use of natural gas from its first commercial employment in the United States, in a small town in New York in 1815, to the great expansion in the industry which has taken place since 1928. It is necessary that natural gas exist in vast quantities to justify the expenditure required for pipe lines to transport it to points of consumption. Since the great gas fields at Monroe, Louisiana, and Amarillo, Texas, were discovered, pipe lines hundreds of miles in length have been constructed through the

Middle West.

In California the discovery of the Buttonwillow and Kettleman Hills fields led to the building of the recently completed P. G. & E. transmission line to the San Francisco Bay region. At present another line is being constructed in conjunction with the Standard Oil Company of California to parallel the first, which with the branch system will serve communities in northern and central California. When this is completed about 98% of California consumers will be using natural gas. The enormous task of cutting over cities from artificial to natural gas was described and the necessity of educating the public thoroughly and extensively through the public prints was emphasized.

# # # # # # # # # # #

Miss K. Dorothy Ferguson reported on the progress being made by the Convention committee. The program subcommittee has a number of interesting speakers in view. The publicity subcommittee has been busy also and the next number of "Special Libraries" will carry publicity regarding travel arrangements and hotel accommodations. From the letters being received from the East and the Middle West, the outlook is good for a large attendance at the convention to be held in June. Hotel reservations are already being made.

Miss Bonnie Strong, of the Standard Oil Company Library, was named chairman of a history and archives committee. Announcement was made of cooperation between the two California chapters in the matter of the revision of the 1927 Directory of special libraries. Mr. W. A. Worthington, of the membership committee, reported his plans for increasing the membership of the Association.

After dinner everyone visited the Library for a leisurely tour of inspection, for many questions to our kind hostesses and informal discussions among ourselves. Altogether it was a very profitable and enjoyable evening, for which all credit is due to Mrs. Agnes Reinero, librarian, her assistant, Mrs. M. E. Hansen, and to the speaker, Mr. Vincent.

MARGARET M. MILLER
Secretary

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

April 1930

ANNOUNCEMENT

The April meeting of the Association will be held on April 15th at 12:30 in room 250 of the Plaza Hotel, Post & Stockton Streets. We shall have the pleasure of hearing Mr. Scotty Mortland, a member of the San Francisco Chronicle staff, speak on newspaper libraries and the library at the Chronicle especially. Luncheon will be 75¢.

NEWS

Two marriages have recently taken place within our midst. Miss Esther Wilson, U.S. Forest Service Library, is now Mrs Lundgren. Mrs. Willems, formerly of the S.F. Chamber of Commerce, has become Mrs. Herring.

BULLETIN

The March meeting began with a sea-food dinner at Bernstein's Fish Grotto on lower Sacramento Street on Tuesday evening, March 18th. Sixteen members and guests were present, most of whom found it possible to adjourn after dinner to the nearby rooms of the California State Chamber of Commerce on the second floor of the Ferry Building. Despite the small attendance, the latest news concerning the convention plans was presented by Miss K. Dorothy Ferguson, and the following names were added to convention subcommittees:

Banquet:		Hospitality;	
Miss Hatch	Mr. Rice	Mrs. Lundgren	Miss Snider
Miss Krisher	Miss Windele	Miss Rucker	Miss Strong
Mrs. Reinero	Mr. Worthington	Miss Sexton	

Due to the necessity of Mrs. L. C. (Willems-)Herring's having to give up her work on the program committee and the convention hospitality subcommittee, Miss Ruth Snider, of the Emporium Library, and Mrs. Amy M. Caya, of the California State Chamber of Commerce Library, were named to fill these places respectively.

Mrs. Caya was host to the Association after business matters were disposed of and provided an illustrated talk by Mr. Herbert F. Ormsby, in charge of research at the Chamber, on the work and organization of the Chamber. It was an eye-opener to most of those present to learn of the varied character of the projects under way in the various departments of the organization, and to know that though it was founded only in 1921 the annual budget is now around $400,000.

The Chamber is organized into the following departments:

Research	Women's Participation
Industrial	Publicity
Agricultural	Magazine
Aeronautical	Highways
Conservation	Exhibit
Foreign Trade	

By means of efficient graphic presentation we were given a quick and comprehensive notion of the status of the multifold activities of the Chamber throughout the State. Projects being worked on include, among others, the coordination of economic research, water supply forecasting, agricultural census improvement, California business summary, standardization of iron castings, uniform building code, market development, farm labor rodent control, study of forests and their fireproofing, State park development, fish and game study, the California Journal of Development, landing fields and aviation weather reporting, uniform air marking, orderly highway expansion and widening, and foreign trade.

Cooperation and coordination on these various projects through the State is obtained by means of six regional councils, each having a vice-president responsible for policy in the district and a director as chairman of the fifty to eighty key men in the region who represent all interests and localities of the district at the bimonthly meetings.

After the talk Mrs. Caya graciously explained the organization and operation of the Chamber's library, its close connection with the information service to the public and its vital function in the work of the research department in particular. Though it has been in existence but a very short time, it has come to be one of the livest and most used special libraries in the community.

Margaret M. Miller

Secretary-Treasurer

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

May 1930

ANNOUNCEMENT

Convention time is but a month away! The next meeting of our Association will be devoted to convention plans and news. It will be a dinner meeting, on Thursday evening May 22d, at 6:15 P.M. in the private dining room (10th floor) of the Western Women's Club, Sutter at Mason. Dinner will be $1.00, including cover charge. Plan to come!

The success of the convention will rest in a very literal sense on the voluntary and full cooperation of every member. Your committees have been putting in many hours and great pains in making preparations for a convention that will do credit to the West and San Francisco, and are now ready to call on your varied help in making the plans an actuality.

NEWS

Dues for the current year are payable now. If you have not paid yet, please make it a point to see your Secretary-Treasurer or mail your check to Mrs. Mary H. Brigham, Secretary, 11 Nisbet Street, Providence, R. I.

All associate members are invited to become active members, at $5.00 a year, which includes subscription to Special Libraries and voting privileges in the national Association. A 100% roster of membership of special librarians in this region would be an unusually fitting professional achievement. Mr. Worthington, the membership committee, is at present engaged in a campaign for this end.

The union list committee has entered into cooperative arrangements with the economic research committee of the Commonwealth Club. The Club's representative, Miss Hood, will call on each contributor to the list in the near future for specific data on certain entries, and everyone concerned is urged to give her a warm welcome.

Work on the revision of the directory of special libraries in California is progressing and negotiations are under way with the national publication committee regarding its printing.

Miss Ruth M. Snider is now in the research department of The Emporium, having left the executives' library.

Some changes have been made in committee appointments recently. The latest formation is as follows:

Attendance:
Miss Holden

Directory:
Mrs. Caya
Mr. Cowles
Mrs. Lundgren

Employment:
Miss Ferguson

History:
Miss Strong

Membership:
Mr. Worthington

Program:
Miss Snider
Miss Rucker

Publicity:
Miss Jackson

Union list:
Miss Jackson
Miss Ferguson
Mrs. Hering
Miss Holden
Miss Windele

Union list subcommittee:
Miss Jackson
Mrs. Caya
Miss Krisher
Miss Strong

The convention committees are as follows:

General:
Mr. Cowles
Miss Ferguson
Mrs. Hering
Miss Webber

Banquet:
Mr. Cowles
Miss Holden
Miss Thomas

Hospitality:
Mrs. Caya
Mrs. Lundgren
Miss Rucker
Miss Sexton
Miss Snider
Miss Strong

Hotel:
Miss Webber
Mrs. Kibbe
Miss Miller

Program:
Miss Ferguson

Publicity:
Miss Jackson
Mr. Cowles
Mrs. Lundgren

Registration:
Miss Miller

The Los Angeles and Eastern line-up is as follows:

Attendance:
Los Angeles:
Mr. Whiting

Banquet:
Los Angeles:
Miss Withington
New York:
Miss Alexander
Miss Burnett

Hospitality:
Los Angeles:
Miss Frey
Miss Jones
Mrs. Leidendecker
New York:
Miss Bradley
Miss Cavanaugh
Miss Wagner
Chicago:
Miss Mattson
Cleveland:
Miss Vormelker
Pittsburgh:
Miss Kornhauser

Program:
Los Angeles:
Mr. Whiting
Miss Withington
Newark:
Miss Manley

Registration:
Los Angeles:
Miss Robertson

BULLETIN

The April meeting was a well attended luncheon held at the Plaza Hotel on April 18th. The guest and speaker was "Scotty" Mortland, radio news announcer of KPO, "the voice of San Francisco, Hale Brothers and The Chronicle". He entertained well and amusingly in his homespun way, telling his listeners a great many things they did not know before about both radio and newspaper libraries. According to "Scotty", as a veteran newspaper man, the newspaper library is a welter of confusion, in which the librarian never does anything, -- anything, that is, except file everything under three headings, answer an incessant telephone and be ready to find something for a demanding staff or an inquiring public at any moment.

Before his informal talk was over--the Scotch just would out--Mr. Mortland told about his new book, "Yir Frien' Scotty, His Book", which was to appear shortly, showed the original of the cartoon frontispiece, and read some of his verses. It was easy to see why "Scotty" is so popular with all his radio audience.

In the absence of the president, Mrs. Caya was in charge and called on the convention committee chairmen for reports. Miss Ferguson read the program, which was almost complete in every detail. Miss Turner of the publicity committee told of the plans for having April and May numbers of various library periodicals carry announcements, and of the agreement with the San Francisco newspapers to give publicity in May. The hospitality committee has been busy making arrangements for a trip around the city, for a dinner in Chinatown followed by a specially conducted tour of the section, and for a visit to Stanford University to be followed by dinner at the Woodside Country Club.

Don't forget the meeting

Thursday, May 22d, 6:15 P.M.

at the Western Women's Club.

MARGARET M. MILLER
Secretary-Treasurer

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

June 1930

ANNOUNCEMENT

Your executive committee has decided to advance the date of the June meeting to Friday the 13th, on account of the convention which is scheduled for most of the following week. There are last-minute announcements, appointments, changes, and plans to be made at this time. Tickets for the banquet will be on sale. You will all be registered in advance, so a 100 percent attendance is expected at this meeting.

Friday (lucky day!) the 13th, at 6 P.M.
Women's City Club, 465 Post Street
Private dining room
Dinner $1.00

NEWS

The following new members have joined already or expressed their intention to do so:

Institutional:
California Academy of Sciences
Technical Book Company

Active:
Miss Lucille Hood
Research Department, Commonwealth Club
Miss Melissa Speer, Bibliographer
U. S. Bureau of Mines

Associate:
Miss Eleanor Ashby
Bancroft Library, University of California
Mrs. Marjorie Brown, Librarian
San Francisco Chronicle
Miss Louise Ophuels, Medical Librarian
Lane Medical Library, Stanford University
Miss Minna Stillman, Document Librarian
Stanford University Library
Nathan Van Patten, Director
Stanford University Libraries

On June 1st Miss Hilda Palache, who has been in the library of the Society of California Pioneers, became librarian at the Wells Fargo Bank.

Miss Florentine Schage has taken the place of Miss Frances Ann Reid at the California Packing Corporation.

The convention committees met on June 5th at the Women's City Club for a final general session. After considerable business regarding the convention had been transacted, Miss Margaret S. Demchevsky was presented and talked about a problem in classification on which she is seeking help as she

travels through the country studying libraries and their methods on a grant from the Carnegie Endowment for International Peace. Miss Demchevsky is library organizer in the Bulgarian Ministry of Education and had spent the day in San Francisco visiting the Public Library and several of the special libraries. Unfortunately her crowded schedule prevents her from attending the Special Libraries convention.

BULLETIN

The May meeting was held at dinner time on the evening of the 22d in the private dining room of the Western Women's Club. The courses were plentifully interspersed with items of business. The president gave an account of his attempts to secure local advertising for the May-June number of Special Libraries in the limited time at his disposal. He then read the annual report for 1929/1930 which had been drafted by the executive committee the previous day in response to a request from national headquarters received two days before for the copy to be in the hands of the editor by the end of the week, so that it together with the other chapter reports might be printed in the May-June number which it had been announced would be a California issue similar to that of June 1926 and for which Miss Jackson had already sent in stories about local libraries and institutions.

Excerpts from the minutes of the national executive board meeting in April were then read. In accordance with recommendations therein the librarians of local institutional members were invited to become active members on their own behalf; head librarians who are active members were urged to consider the advisability of seeking to have their firms or organizations take out institutional memberships in addition; the matter of limiting registrants for employment to members or of charging a registration fee produced a lively discussion, the upshot of which was to let it lie over until the convention. Announcement was made of Miss Isabel H. Jackson's appointment as chairman of the national news committee.

The rest of the meeting was devoted to convention business and plans. The banquet committee reported that the price per cover would be $3.00, this to include the cost of guests' tickets, tips, flowers, place cards, etc.; plans for the receiving line were discussed. The hospitality committee described the trips planned and the arrangements for them. The program committee presented the latest news regarding the program, and the publicity committee listed a number of publicity stunts in preparation. The registration committee described the arrangements for handling the business preliminaries.

The meeting closed with a reiterated plea to all members who had not paid their current dues to do so promptly so that our chapter might have a clean record for the convention.

THOMAS COWLES, President
MARGARET M. MILLER, Secretary-Treasurer.

Aug 1930 Bulletin missing

9/16/47 T. Hopkins

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

September 1930

ANNOUNCEMENT

The September meeting will be a visit to the California Academy of Sciences on the evening of the 16th at seven o'clock. The Academy operates the Natural History Museum and the Steinhart Aquarium in Golden Gate Park.

Dr. Barton Warren Evermann, director of the Museum and of the Steinhart Aquarium and executive curator of the Academy, will give a short talk in the Museum auditorium on the history and work of the institution and its plans for expansion. Following this the Museum groups and the model of the proposed African Mammal Hall will be visited, and the general library of the Academy will be open for inspection under the guidance of Mr. Thomas Cowles, assistant librarian, and Miss Veronica J. Sexton, assistant.

Those who can arrange it are invited to meet for dinner at the El Portal Cafe at Eighth Avenue and Fulton Street at six o'clock. The regular dinner is 85¢.

The Academy may be reached best by the 5 and the A cars. From the 5 car get off at Eight Avenue and walk on Fulton Street toward Ninth Avenue to the walk leading into the Park. Follow this down past the pond and through the two pedestrian tunnels. Skirt the east end of the bandstand and mount the steps by the Hearst Fountain, when the Adademy buildings will be seen across two roadways. From the A car get off at the end of the line, Tenth Avenue and Fulton Street, and transfer to the bus, which takes about a minute to reach the Academy. Those who come by motor may park on the inner drive, next to the bandstand.

NEWS

Miss Margaret Hatch, formerly librarian of the Standard Oil Company of California and of the Emporium Executives Library, is engaged in organizing a technical library for the local offices of the Metropolitan Life Insurance Company.

Miss Lucille Hood, formerly with the research department of the Commonwealth Club, is assistant in the Library of the Bureau of Public Administration and of the Department of Political Science of the University of California, succeeding Mrs.Dorothy C. Nicholson, who is now research assistant in the Bureau.

Miss Virginia Rucker, formerly librarian of the Commonwealth Club, has been employed for most of the Summer in the library of the California Division of Fish and Game.

Miss Aimee Belle Thomas, librarian of the San Francisco Stock Exchange Institute, has resigned to become Mrs. Ralph Judson Brenner and will live in Palo Alto.

BULLETIN

The August meeting, our first since the convention, was held at 1 P.M. in the Studio Tearoom on August 19th. About 20 members were present, among them Mrs. Barbara Pearson, librarian of the San Francisco News, a new member whom we were glad to welcome.

The principal business of the meeting and an event of importance at any time was the announcement by Miss Isabel H. Jackson, chairman of the Union List Committee, that the "first consolidated working union list of periodicals" was typed and ready for distribution to contributing libraries for final revision. Miss Jackson and her committee deserve much commendation for bringing the list to the final stage after much tedious labor, and we hope the contributing libraries will give their speedy cooperation in revision so the Union List, long contemplated, may become a reality.

The president read several letters, among them responses to the resolutions expressing the Association's gratitude to the various individuals and organizations who aided during the convention. Mr.William Alcott, retiring national president, wrote an appreciative letter, congratulating the local chapter for a very successful annual meeting. Miss Margaret Reynolds, incoming president, sent a line of greeting and a suggestion for the year's program.

A resolution was passed that the constitution be amended so that our fiscal year will coincide with that of the national Association, and that the

present officers be retained till the end of the new fiscal year. The secretary-treasurer was instructed to prepare notices of these proposals for the membership.

THOMAS COWLES, PRESIDENT

MARGARET M. MILLER, SECRETARY-TREASURER

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

October 1930

ANNOUNCEMENT

Now with the Fall of the year in good swing, with business conditions improving generally and with everyone feeling keen from energy stored up and rest obtained during the vacation season, it is a propitious time to undertake a comprehensive program for the Winter and Spring. The executive board has decided to make the keynote of this program our old friend Publicity, or if you like, Advertising, and a committee has been busy considering ways and means of launching it. The goal is to make of the meeting of the Special Libraries Section of the C. L. A. next Spring a convention of California special librarians.

The October meeting will be given over to a general consideration of this topic. We shall have the unusual opportunity of getting the advice and counsel of an expert in the field. Mr. Shirley Walker, of the Walker Advertising Agency, past president of both the Advertising Club and the Merchants Association of San Francisco, will meet with us on Tuesday the 21st at 6 P. M. at the Women's City Club, 465 Post Street.

Please telephone reservations by Saturday if possible to the library of the California Academy of Sciences, BAyview 5100. Dinner will be $1.00

NEWS

Miss Isabel H. Jackson, Bank of Italy Library, has been appointed chairman of the Special Libraries Section of the C. L. A. by Miss Mary Barmby, newly elected president.

Miss Bonnie Strong has left the library of the Standard Oil Company of California. She was married on October 4th to Mr. George Henderson. Miss Mary Taylor, assistant librarian, has succeeded Miss Strong.

We are pleased to announce the following new members:
Miss Nina Almond, librarian, Hoover War Library, Stanford University
Miss Alice N. Hays, reference librarian, Stanford University Libraries
Miss Louise Ophüls, librarian, Lane Medical Library, San Francisco
Miss Minna Stillman, documents librarian, Stanford University Libraries.

BULLETIN

On the evening of September 16th the California Academy of Sciences was host to the Association. A number of members and guests gathered for dinner at the El Portal Café near the entrance to Golden Gate Park leading to the Academy building.

There were about twenty present at the meeting. After announcing a committee to deal with the problem of revising the constitution and by-laws, consisting of Miss Annette Windele, American Trust Company, chairman, Miss Elizabeth Holden, Federal Reserve Bank, and Mr. W. A. Worthington, Pacific Gas & Electric Company, the president introduced Dr. Barton Warren Evermann, executive curator of the Academy and director of its museum and of the Steinhart Aquarium.

Doctor Evermann sketched briefly the history of the institution from its founding in 1853, as the California Academy of Natural Sciences, by a group of professional and other men interested in natural history during the boom days following the Gold Rush. A few years later the scope of the Academy's activities widened and the word Natural was dropped from the name. It met in various places downtown until it acquired its own building on Market Street through the aid of the Lick endowment. There were housed the library, the museum and the research quarters until the disastrous fire of 1906, when practically everything was lost.

From the handful of type specimens and the few records and books that had been rescued by quick work on that fateful April day, together with the material brought back by an expedition that had been away to the Galapagos Islands, the Academy began all over again. In 1914 it erected its present quarters in Golden Gate Park, far from hazards of fire and earthquake. The museum, with its North American mammal hall, its bird hall and the Fitzhugh Indian collection, has been open every day free to the public since then. In 1923 the Steinhart Aquarium was opened, a gift of the late Ignatz Steinhart on condition that the city maintain it currently but that its direction be vested in the Academy.

The present research laboratories and the library are so crowded that the plans for additional room to be provided shortly in the projected Simson African Hall and adjacent construction are a pleasant prospect. The Academy has to depend on gifts and endowments for its support entirely, as it is XXXXXXX a private institution.

After the talk Doctor Evermann conducted the group to the habitat exhibits and explained in a delightful and interesting manner the methods of construction and the reasons for the choice of the various exhibits. Then the main library was visited, where the assistant librarian, Mr. Thomas Cowles, who is in charge, and his assistant, Miss Veronica J. Sexton, explained its division into departmental units and into the main reference collection, and conducted their visitors to points of interest.

THOMAS COWLES, President

MARGARET M. MILLER, Secretary-Treasurer

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

November 1930

ANNOUNCEMENT

The November meeting will be held Tuesday evening the 18th at 6:30 P.M. at the headqparters of the California Region of the United States Forest Service on the third floor of the Ferry Building. The Association will be the quests of Mrs. Esther Lundgren, librarian, and Mr. Wallace I. Hutchinson, Chief of Public Relations. The Forest Service library conducts an extension service for the foresters located throughout the California Region, which Mrs. Lundgren will describe, and Mr. Hutchinson will give a talk on the work of the division of which he is head. Dinner will be served at the Forest Service for $1.00. Please telephone your reservation to Mrs. Lundgren at Kearny 5868 by Monday, if possible.

This meeting should attract a large attendance, not only for the unusually interesting program in store but also because the proposed changes in the constitution and by-laws of the Association will be considered and voted on. Since a quorum at present consists of two-thirds of the membership, any member who finds it impossible to be present is requested to fill and send the proxy form at the end of the Bulletin to the secretary-treasurer in time to reach her before the meeting.

NEWS

Mrs. Amy M. Caya, research librarian of the California State Chamber of Commerce, has been appointed a member of the Salaries Committee of the C. L. A.

Miss Frances Dabney has joined the staff of the Standard Oil Co. library. Miss Dabney was formerly with the New York Public Library.

The California State Library has applied through Miss Mabel R. Gillis, new State Librarian, for institutional membership in the Association.

BULLETIN

On the evening of October 21st the Association met for dinner and discussion at the Women's City Club to consider ways and means of launching the season's program. Since the committee in charge of the program--Miss Margaret Hatch, chairman; Mrs. Amy M. Caya, Mr. Thomas Cowles, Miss Isabel H. Jackson, Miss Annette Windele--had decided on Publicity as its keynote, the Association was pleased and fortunate to have as guest and special consultant Mr. Shirley Walker, manager of the Walker Advertising Agency and past president of both the Advertising Club and Retail Merchants Association of San Francisco.

The projects brought forward by the committee included newspaper stories, radio talks, magazine articles, and a direct-mail campaign, all with the object in view of acquainting the business community with the fact that there is such an organization as the Special Libraries Association in its midst and that it stands ready to offer the resources of its various members to the community in general, and incidentally with the hope of making the Spring meeting of the C.L.A. Special Libraries Section an enthusiastic gathering of the State's special librarians. Mr. Walker took a very lively interest in all these matters and gave his professional opinion on the most likely methods of carrying out the program with success. There was so much and such eager discussion on the part of the members that the committee was prompted to hold its next meeting immediately after adjournment with Mr. Walker an honorary member.

Just before the meeting closed Mr. Walker gave a short account of his recent research into the matter of the Golden Gate Bridge project, which was arousing a great deal of interest pro and con because of the impending election when a large bond issue for the bridge was to be voted on.

The committee on revision of the constitution and by-laws reported through Miss Annette Windele, chairman, that it seemed advisable to regularize the status of the local Association's affiliation with the national body by making article II of the constitution deal with affiliation as well as with membership and dues by adding a fourth section, as follows:

> Article II.--Membership, Dues, Affiliation.
> Section 4.--The Association may affiliate with the national Association or any other organization of similar purposes by vote of a majority of the members present at any regular meeting; in such case the regulations of the preceding sections of this article concerning membership, dues, and fiscal year shall be governed by the practice of the national Association or similar organization.

In order to allow the local chapter to work in better harmony with the national Association it seemed advisable to change the term of office to agree with that of the national body so that programs and reports would be more uniform. This would involve a change in article III, section 2, which now reads:

"The term of each office shall correspond with the fiscal year."

to:

The term of each office shall be from June to May.

and in article IV, section 1, from:

"The annual meeting of the Association shall be held in December."

to:

The annual meeting of the Association shall be held in May.

Finally, in order to prevent the probability that the business of any meeting would be liable to suffer from lack of a quorum, it was decided to propose a change in article I section 1, of the by-laws from:

"A quorum shall consist of two-thirds of all members enrolled."

to:

A quorum shall consist of fifteen members.

THOMAS COWLES, President
MARGARET M. MILLER, Secretary-Treasurer

If any member can not be present at the November meeting he is requested to fill out and send the proxy below to the secretary-treasurer in time to reach her before the meeting.

PROXY

Miss Margaret M. Miller, Secretary-Treasurer
Special Libraries Association of San Francisco
Standard Oil Company of California
225 Bush Street, Room 1030

I hereby authorize you to cast my vote as follows for the proposed amendments to the constitution and by-laws:

Constitution:

For / Against) amendment to article II, by adding section 4.

For / Against) amendment to article III, section 2.

For / Against) amendment to article IV, section 1.

By-Laws:

For / Against) amendment to article I, section 1.

Signed: _____

"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Thomas Cowles, President
California Academy of Sciences
Bayview 5100

Mrs. Amy M. Caya, Vice-President
California State Chamber of Comm.
Davenport 1900

Miss Margaret M. Miller, Secretary-Treasurer
Standard Oil Company of California
Sutter 7700, Local 340

D E C E M B E R 1 9 3 0

ANNOUNCEMENT

At a recent meeting of the Executive Board it was voted to omit the regular December meeting on account of the proximity to the holidays of the date for holding it. After the 1930 "White Christmas" has been fittingly celebrated and enjoyed we shall hope to meet again at the January meeting, the third Tuesday of the month.

The custom since the founding of the Association has been to hold the annual business meeting in December. This will henceforth take place in May, due to the amendments to the Constitution and By-Laws adopted by vote of the members present at the November meeting and fortified by proxies received from absent members. This new arrangement automatically retains in office the present set of officers till next May, but of course does not preclude their removal by the well-known device of initiative, referendum and recall. The present officers are not desirous of usurping more than their proper due of honor and glory, but at the same time are not losing any of their rest because of fear of revolutionary sentiments within the organization.

NEWS

The familiar and lusty California institution, the Bank of Italy, has recently shed another outworn skin, to take a new lease on the financial life of the community and country as the Bank of America National Trust & Savings Association. Miss K. Dorothy Ferguson, librarian, reports no immediate changes in the library except increased activity and congestion which will compell more commodious quarters before long.

Mrs. Leonora (Willems-)Hering and Mrs. Lois McVeigh are doing research work for the California Commission for the Study of Educational Problems, at Belmont, California. Mrs. Hering writes that the report of the Commission is to be submitted to the Governor by the first of the year, and then they will be able to meet with us again.

Miss Isabel H. Jackson of the Bank of America library has returned after a short absence due to the recent death of her mother.

Miss Vera Mae Slaughter formerly of the Biology Library at the University of California, is attending the Los Angeles Public Library School this year.

BULLETIN

On Tuesday, November 18th, the Association met at the headquarters of the California Region of the U.S. Forest Service, in the Ferry Building. The offices were temporarily made into a dining-room, and we were served a delicious dinner from a local catering establishment, the hospitable idea of our hostess, Mrs. Esther Lundgren.

After dinner an informal visit to Mrs. Lundgren's varied library and a short business meeting for the purpose of taking the vote on amendments to the Constitution and By-Laws preceded the talk by Mr. Wallace I. Hutchinson, chief of public relations. The extent, value, benefits, and beauty of our country's national forests furnished the theme of Mr. Hutchinson's talk, which was illustrated with excellent slides. Then we had movies--of the municipal camps in the national forests of California; of forest fires and how the Forest Service fights them; of wild life in the forest, including some splendid close-ups of a glorious old buck and of several varieties of game fowl. The program was exceptionally interesting and drew one of the largest gatherings of the year.

SPECIAL NOTICE

An invitation to members of the Association has been received from Mr. Herbert F. Ormsby, secretary of the California Economic Research Council, to attend and participate in its 10th semi-annual conference, Friday the 12th. The session will begin with a luncheon at 12 o'clock in the Red Room of the Fairmont Hotel. Friends or associates will also be welcome.

"Principal subjects which will be presented during the luncheon and afternoon conference will be "FACTORS IN INDUSTRIAL DEVELOPMENT ON THE PACIFIC COAST"; "A STANDARD PRACTICE CODE FOR CHAMBERS OF COMMERCE"; "THE NEED FOR FACTS ABOUT EMPLOYMENT AND UNEMPLOYMENT"; and a round table discussion of "MARKET RESEARCH", with reports from the principal agencies engaged in that field of work."

Among the speakers will be Mr. J. R. Knowland, publisher of the Oakland Tribune and chairman of the research committee of the California State Chamber of Commerce. A complete program of conference topics may be obtained from Mrs. Amy M. Caya, research librarian at the Chamber.

ADVERTISEMENT

Copies of the 1930 Directory of California Special Libraries are to be had from either the secretary-treasurer or Mrs. Amy M. Caya, California State Chamber of Commerce. The price is 10¢ to non-members, 5¢ to members.

THOMAS COWLES, PRESIDENT
MARGARET M. MILLER, Secretary-Treasurer

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Thomas Cowles, President
California Academy of Sciences
Golden Gate Park

Mrs. Amy M. Caya, Vice-President
California State Chamber of Commerce
Ferry Building

Miss Margaret M. Miller, Secretary-Treasurer
Standard Oil Company of California
225 Bush Street

JANUARY 1931

Announcement

The next meeting will be held on Thursday, January 22nd, at 6 P. M. in the Mural Room of the Women's City Club, 465 Post Street. Dinner will be $1.25 per plate. Please make reservations by January 20th with Mrs. Caya, Exbrook 1400 (phone).

This meeting will be given over to the Committee on Cooperation in Business Library Service, whose local member is Miss K. Dorothy Ferguson, librarian of the Bank of America. A letter from Miss Ferguson follows:

> "We have heard so much of good will to all and help one another during these last few weeks, that we ask you not to tag this appeal as "just another", but to consider it in its true merit, as a nation-wide scheme to act as an "intermediary between Special Librarians and Public Librarians in the field of business service".
>
> "The first definite step which this committee has taken is to form and maintain a clearing-house for valuable discarded material. We do not aim to form an actual deposit of such material, but rather to establish contact between a Special Library which has material it must discard owing to congested quarters and a Public Library wishing to receive such material. This clearing-house is already at work. Letters have been sent out to all prominent Special Libraries throughout the country asking them to list the material which they can discard. Now we are asking the Public Libraries to look over these lists and to decide what material they would like.
>
> "What we are asking you to do is to list the annuals and yearly files of magazines which you have to discard every year on account of lack of space; we will then put you in touch with some Public Library that would be glad to receive a last year's volume of some worth-while reference tool.
>
> "We have invited the Public and University Librarians from the Bay Region to our next meeting. So come, one and all, to talk over this scheme. The Eastern Libraries are already cooperating in splendid manner, and we want to be able to report progress for the San Francisco Chapter to Miss Marion Manley of the Newark Business Branch, National Chairman."

Bulletin

The Publicity Committee is planning to send the following letter to leading busines concerns in San Francisco having no company libraries, in line with our Publicity program for 1931. A brief outline of the Committee's plans will be made at the coming monthly meeting. Please let us know if you have any suggestions. Otherwise we will go ahead, with the understanding that the present plans are agreeable to all members of the Association.

Margaret Hatch, Chairman
Metropolitan Life Insurance Co.
600 Stockton Street

"The need for specialised information arises on occasion in every business. When it is necessary to go beyond the resources to be found within your own concern, it is extremely useful to know where the needed information may be found.

With this in mind, the Special Libraries Association of San Francisco calls your attention to the special libraries in the Bay District. These libraries are located in banks, oil companies, museums, public utility companies, state and government departments and many other types of organizations. Each library contains material which is collected with direct reference to the needs of the organization served but whose usefulness is not necessarily restricted to that organization.

There has always been an interchange of service between these libraries and information bureaux through the librarians in charge, and they are familiar with the sources that may be called upon in an emergency. In order that this special information may become more widely known and used in business, the Association calls your attention to what it is prepared to do for you, by way of furnishing you with needed data or directing you to the people best able to assist you.

Its Publicity Committee is offering this cooperative service to you without charge, in the interest of "Putting knowledge to work". Do not hesitate to call upon me at _____ whenever we can be of assistance to you.

(Committee Representative)"

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

February 1931

ANNOUNCEMENT

For the February meeting the association will be the guest of one of our new members, Miss Louise Ophuels, librarian of the Lane Medical Library which is one of the best in the country and the largest west of Chicago. We will meet for dinner at 6:15 P.M., Thursday, February 19th at the Special Diet Laboratory, Stanford University Hospital, Clay and Webster Streets. Car #3 on Sutter Street or the Sacramento cable car will take you there. Dinner will be $1.25. Please make your reservation by February 16th with Miss Levy, Kearny 3075.

The Lane Medical Library houses a wonderful collection of which too few of us are aware, one entire room being devoted to books and manuscripts of medical history. Including rare incunabula, Arabian and Persian manuscripts, the books offer outstanding examples of printing, illustrating and binding, in addition to forming a remarkably complete history of medical science gathered from all countries of the world.

BULLETIN

The January meeting was devoted to plans of the Publicity Committee and the Committee on Cooperation in Business Library Service. Miss Hatch, chairman of the Publicity Committee reported on the progress made since its inception in October. A general discussion was held regarding the advisability of using special stationery bearing the names of all member libraries for the letter to leading business concerns in the Bay Region. Opposition to the expense of printing special stationery led to the suggestion that a mimeographed list of member libraries be enclosed with the letter. The matter was referred to the Publicity Committee for action at its next meeting with the understanding that in some manner the type of organizations represented by the association should be brought out in letterhead, in explanatory paragraph or in a separate list.

Miss Ferguson, local member of the Committee on Cooperation in Business Library Service explained the Committee's present project for distributing discards of special libraries to public libraries or other special libraries which desire to complete their files. Experience of the national committee has proved that directories such as Moody's and Walker's Manual are especially desirable to small libraries which do not subscribe. Each special library has been requested to submit to Miss Ferguson a list of the annuals, directories, magazines or other valuable material to be discarded. A consolidated list will then be given to public libraries and others desiring to add to their collections. Mr. Richards, assistant librarian of the University of California and Mr. Rea, librarian of the San Francisco Public Library, who were present at the meeting expressed their hearty cooperation with the plan. The following have been reported to date:

OFFERS

Bank of America ~~afxxxxxxx~~ Library offers, after March 15, complete file of Commercial and Financial Chronicle for 1930 (without supplement).

American Trust Co. Library offers at end of each quarter Commercial and Financial Chronicle with Public Utility Compendium and Earnings record supplements.

American Trust Co. Library offers yearly Walker's Manual of California Securities and occasional issues of Burroughs Clearing House and Journal of the American Bankers Association.

Business Branch Public Library, San Francisco, offers Literary Digest, January 25 to December, 1930; Printers Ink Weekly, January 2 to December, 1930; Retail Grocers Advocate, December 29 to December, 1930; Underwriters Report, January 2, 1930 - December, 1930; Western Advertising, December, 1929 - December, 1930.

WANTS

Bank of America Library would like to receive Walkers Directory of California Securities for 1910, 1911, 1914.

Watch for the Shell Development Company's list of offers in next month's bulletin.

COMMITTEES

Attendance	Employment	Membership	Program
Miss Levy	Miss Ferguson	Mr. Worthington	Miss Hatch Miss Snider Miss Rucker

Publicity	Union List
Miss Hatch, Chairman	Miss Jackson, Chairman
Miss Windele	Miss Ferguson
Miss Jackson	Miss Holden
Mr. Cowles	Miss Windele
Mrs. Caya	Miss Krisher
	Mrs. Caya
	Mrs. Hering

Margaret M. Miller, Secretary
Sutter 7700

"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Thomas Cowles, President
California Academy of Sciences
Bayview 5100

Mrs. Amy M. Caya, Vice-President
California State Chamber of Commerce
Exbrook 1400

Miss Margaret M. Miller, Secretary-Treasurer
Standard Oil Company of California
Sutter 7700, Local 340

M A R C H 1931

ANNOUNCEMENT

On Thursday evening, March 19th, the Association will meet at the San Francisco Law Library, Mr. Robert C. Owens, librarian. This is one of the largest and busiest of local special libraries as many business librarians who have had occasion to make use of its excellent service already know. Mr. Owens has not only the latest statutes on his shelves - he is collecting old and rare law books - and we hope we may have the opportunity of seeing these also. There will be a dinner meeting before we visit the law library. Notice of time and place will be given later.

BULLETIN

About twenty five members and guests of the Association were present at the last meeting, Feb. 19th, at the Lane Medical Library. An excellent dinner, a conducted tour of the library and an exhibit of rare incunabula, manuscripts and historical works comprised an interesting and enjoyable evening for which we wish to thank Miss Ophuels and her staff.

ADVERTISEMENT

Copies of the 1930 Directory of California Special Libraries may be obtained from the Secretary-Treasurer. The price is 10¢ to non-members, 5¢ to members.

MARGARET M. MILLER, Secretary-Treasurer

ANNOUNCEMENT [1931]

As previously noted, the Association will meet at the San Francisco Law Library on Thursday evening, March 19 as the guests of Mr. Robert C. Owen, Librarian.

An excellent dinner has been arranged for 6:00 P. M. at Maison-Paul Grill, 1214 Market Street, opposite the Hotel Whitcomb. Reservations, at 75 cents a plate, may be telephoned until noon Wednesday, April 18 to Miss Levy, Kearny 3075.

Do not miss this opportunity to become further acquainted with the valuable collection which comprises the San Francisco Law Library. If you are unable to meet with us for dinner we hope to see you some time between seven and seven thirty in the Law Library at the City Hall.

HAVE YOU SPRING FEVER?

Ah, we thought so, and that is the reason we decided that this was the time to break down and tell you that Spring is for sale for fifteen dollars. That is, forty-eight hours of spring weather, inspiring surroundings and stimulating discussion are being offered to you at the incredibly low rate of thirty-one cents an hour.

Just put your daydreams in the back of your mind until April 11 and then be ready to follow the Special Libraries Section of the CLA to Del Monte for a breath of air and a Series of awake and interested discussions.

The log of the jaunt is as yet a little bit uncertain on one or two points, but we are giving an outline to you so you can see how much you can do with two days and approximately fifteen dollars.

Saturday, April 11

1:00 P.M. Del Monte
Informal luncheon

2:30 P.M. Del Monte
Round table discussion- "New things in Print"
Magazine & Material exchange
(Other topics yet unsettled)

4:00-7:00 P.M. Enjoyment of the aforementioned spring weather

7:00 P.M. Del Monte
Banquet "Business man and the library" Speakers to be announced

Sunday, April 12

Breakfast whenever you choose. The missions have Sunday morning services which you might care to attend
Mission San Carlos - Monterey - 6:00,8:00,9:15 and 11:00 A.M.
Carmel Mission - Carmel - 11:00 A.M.

1:00 P.M. Monterey (place to be announced)
Luncheon with no formal program at which there will be a general discussion of plans for the coming year, co-operation between Los Angeles and San Francisco special libraries, etc.

TRANSPORTATION

We are trying to work out a system of automobile transportation so we are asking you to communicate with Amy Caya (Exbrook 1400) as soon as you decide about attending, telling her whether or not you have transportation, or whether or not you will be able to furnish extra transportation.

Whan that Aprille with his shoures sote
The droghte of Marche hath perced to the rote
And bathed every veyne in swich licour ...
Then longen folk to goon on pilgrimages
Of California to Del Monte they wende
Their - - - - -

Which brings us around to the Transportation Question facing the Pilgrimage to Del Monte. Unless you contemplate emulating the famous Canterburyans we suggest that you make your plans right soon and notify Amy Caya, Transportation Pilgrim, whether you will be offering or seeking a mode of conveyance.

If you have a spacious ford coupe and have planned your twosome, just note same in space marked "Transportation arranged". On the other hand if you have managed to beg or borrow a sedan and have only yourself to take enter that information under the heading "Transportation available for ....". If both of the above fail and you wish a ride, just say "yes" to "Transportation Desired".

Whatever you do, let Amy Caya hear from you by April 1, not later, and really the information would be doubly appreciated this week or next. Address her at the California State Chamber of Commerce, Ferry Building, San Francisco.

****

I am planning to attend the Special Libraries Section meetings at Del Monte on April 11.

TRANSPORTATION ARRANGED OR DESIRED

I will _____ require transportation to and from Del Monte
will not

TRANSPORTATION AVAILABLE

I will have room for _____ people in my car and I am planning to leave from _____ on _____ at _____.

Signed _____

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Thomas Cowles, President
California Academy of Sciences
Golden Gate Park

Mrs. Amy M. Caya, Vice-President
California State Chamber of Commerce
Ferry Building

Margaret M. Miller, Secretary-Treasurer
Standard Oil Company of California
225 Bush Street

May 1931

Announcement

The May meeting will be our annual meeting for the election of officers and the presentation of reports. This should be a stirring occasion, and will be fittingly celebrated in the Mural Room of the Women's City Club, 465 Post Street, on Thursday evening, the 21st, at 5:45 P. M. Dinner will be $1.15, cover charge included. Please telephone reservations promptly, and not later than the 19th, to Miss Sexton, BAyview 5100.

The nominating committee offers the following ticket for your consideration:

President, Annette Windele, American Trust Company
Vice-President and Editor, Mary A. Taylor, Standard Oil Company of California
Secretary-Treasurer, Dorothy L. Krisher, Shell Oil Company
Executive Board Member, W. L. Worthington, Pacific Gas & Electric Company

N O T E S

Helen Moore has recently been appointed librarian of the U.S. Forest Service, California Region. Mrs. Esther Lundgren, her predecessor, is taking a trip to Europe.

Helen Meynard, formerly of the State Library, is taking Isabel Jackson's place as assistant in the library of the Bank of America.

Margaret Hatch, librarian of the Metropolitan Life Insurance Co., will spend some time in the library of the New York office before attending the national convention in Cleveland.

K. Dorothy Ferguson, librarian of the Bank of America, gave the course in Special Library Administration at the University of California School of Librarianship last term. This course has been given by Miss Ferguson for the past several years.

Elizabeth Holden has returned to the Federal Reserve Bank library after an absence due to an operation for appendicitis.

Several of our local members are planning to attend the national convention to be held in Cleveland on June 10-12. Rose L. Vormelker, business research librarian of the Cleveland Public Library, is convention chairman, and is arranging a stimulating program with general sessions in the mornings and group meetings in the afternoons. A post-conference trip to Detroit, at the invitation of the local chapter, is planned for Saturday the 13th.

Annette Windele, librarian of the American Trust Co., is representing the Special Libraries Association of San Francisco on the National Travel Committee for the Convention. Everyone who is intending to go to the Convention is urged to communicate with Miss Windele immediately.

The exhibit committee desires to have publications by and about special librarians as well as publications representing the work of special libraries. Miss Taylor, Standard Oil Company of California, 225 Bush Street, has consented to attend to local exhibits by giving information. Every librarian and library is urged to make our local chapter as well represented as possible.

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A communication from Marian C. Manley, chairman of the Commercial-Technical Group, deserves attention for announcing the following publications already out or about to be issued:

Electrical Engineering Bibliographies, 1918-1929. Twenty-five hundred entries alphabetically arranged under specific headings. One of the essential keys to recent research in electrical engineering. $1.50.

Handbook of Commercial and Financial Services. Up-to-date list of 230 services with descriptive comments and full subject-index. $1.50.

Handbook of Useful Tools. Annotated and indexed list of the less well-known handbooks and guides as aids for the reference worker and research student. Not more than $2.00

Sources of Current Statistical Information for Commodities. Chart covering 106 commodities and 76 magazines giving statistics on prices, production, sales, indexes, imports and exports. $1.00.

More information about these may be obtained from Miss Manley, Business Branch of the Newark Public Library, 34 Commerce Street, Newark, N.J.

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Bulletin

On March 19th the Association met for dinner at the Maison Paul Grill, near the Civic Center. There were about twenty present to honor Robert C. Owens, librarian of the San Francisco Law Library, who was later host on a tour of his library at the City Hall. Under the impression that all his colleagues were ladies, Mr. Owens had provided flowers and bonbons for those present, thus establishing a delightful departure from custom.

During the course of dinner, announcement was made of the coming meeting of the Special Libraries Section of the California Library Association at Del Monte the 11th of April, preceding the general sessions the following week. The Executive Board had decided to let this meeting take the place of the regular April meeting of the local chapter.

The Union List Committee, headed by Isabel H. Jackson, made a final report of its work and presented in evidence the Preliminary Union List of Serials of the San Francisco Bay Region, a mimeographed publication of 103 pages produced at no expense to the Association through the kindness of the Pacific Gas & Electric Company and its librarian, Mrs. Agnes G. Reinero. Miss Jackson's report was received amid generous applause; she then distributed copies of the List to representatives of the local special libraries, and the committee was discharged. To carry on the work for a final edition or final editions, Mrs. Reinero was named chairman of a standing committee; the other members are Mrs. Amy M. Caya, Dorothy L. Krisher, and Annette Windele. The card file is to be stored at the California State Chamber of Commerce Library under Mrs. Caya's direction, where it will be kept up to date and useful for interim inquiries.

After dinner Mr. Owens spoke briefly on the origin and organization of the San Francisco Law Library. Before the disastrous fire of 1906 the library was unique in scope and historical collections. Since then it has been able to build up a noteworthy library in its own field and cognate branches, consisting at present of approximately 78,000 volumes and 300,000 pamphlets. Its service, as the municipal reference bureau for the city and county courts and offices, enjoys adequate quarters and personnel for both day and evening consultation. The personally conducted tour through the reading rooms and work rooms to the historical room, where rarities of many sorts were freely displayed, was accompanied by Mr. Owens's witty and interesting comments.

-o-o-o-o-

On Saturday, April 11th, the sessions of the Special Libraries Section of the California Library Association were held at Hotel Del Monte, preceding the general meeting of the state Association the following week. These sessions took the place of the regular April meeting of the local chapter. Isabel H. Jackson, formerly of the Bank of America, is president of the Section, and Margaret M. Miller, Standard Oil Company of California, is secretary.

The first meeting was held in the afternoon in the Tower Room of the Hotel. Annette Windele, American Trust Company, presided. About fifteen were present. The program was devoted to a discussion of the latest things in print. Mimeographed lists of noteworthy 1930 publications were distributed and discussed. Inasmuch as only San Francisco members were present, several local matters were also brought up. K. Dorothy Ferguson, local member of the national committee on cooperation in business library service, presented the encouraging status of the local situation with regard to the exchange of duplicates. The distribution of the Preliminary Union List of Serials in the San Francisco Bay Region was discussed and the time to be allowed for completion of a final edition. It was decided to expand our monthly bulletin and to request the vice-president next year to serve as editor. The expanded bulletin will contain monthly lists of new things in print, lists of duplicates wanted or offered, union-list supplements and corrections, as well as serve as an organ of communication to the business men of the community. For this expansion a larger budget will be asked from the national Association.

A resolution was passed that the national Association attempt to find ways and means for publishing the proceedings of the annual convention promptly so that the timeliness of their appeal and use may be better preserved. Mrs. Amy M. Caya announced that the California State Chamber of Commerce was preparing a new edition of its Sources of Data, with a staff of 50 men at work seeking to delimit the field satisfactorily in the matter of agencies, indexes and services. It was also learned that the California State Bureau of Commerce was compiling at

Sacramento a state commodity index.

The evening meeting was a joint gathering of the Special Libraries Section and the California County Librarians. There were nearly a hundred present in a partitioned end of the main dining-room. Miss Jackson was toastmistress and first called on Mary Barmby, president of the California Library Association, and Mabel R. Gillis, state librarian, who responded with greetings. The topic of the program was special library service from the standpoint of the business man, the public librarian, the county librarian, and the special librarian.

Mr. R. Jenney, Assistant Rate Engineer, of the Pacific Gas and Electric Company, San Francisco, presented the need of the business man for prompt, complete and accurate data. The public library was represented by Mrs. Faith Holmes Hyers, director of publicity of the Los Angeles Public Library, who spoke in place of Mrs, Anne S. Leidendecker, of the science and industry department of the same library, who could not come at the last moment. Mrs. Alice G. Whitbeck, librarian of the Contra Costa County Library at Martinez, told of the cooperation of a typical county library in serving a large industrial community. The special librarian's work was discussed by Mary A. Taylor, librarian of the Standard Oil Company of California in San Francisco. All four spoke in an engaging and stimulating fashion, and judging from the comments of the county librarians and other guests it was a very successful meeting. Certainly the contacts made by the special librarians were interesting and refreshing.

Dancing and supper followed in the ballroom. Many of the special librarians spent the following day enjoying the beautiful grounds of the hotel and the adjacent countryside about Monterey and Carmel, and several stayed for the author's dinner that night and for the opening sessions of the general meeting on Monday.

COMMITTEE ON CO-OPERATION IN BUSINESS LIBRARY SERVICE

OFFERS

by

BUSINESS BRANCH of the PUBLIC LIBRARY

San Francisco, Calif.

Agricultural Yearbook, 1927.

Periodicals

Bankers Monthly, January, 1930 to December, 1930, inclusive.

Bradstreets, April 6, 1929 to December, 1930.

Business Week, September 7, 1929 to April 23, 1930.

California Real Estate, December, 1929 to December, 1930.

Dun's Review, August 17, 1929 to December, 1930. (few copies missing)

Literary Digest, January 25, 1930 to December, 1930.

Printer's Ink, January 2, 1930 to December 25, 1930.

Retail Grocers Advocate, December, 1929 to December 1930.

Underwriters' Report, January 2, 1930 to December, 1930.

Western Advertising, December, 1929 to December, 1930.

WANTED
by

GIANNINI FOUNDATION OF AGRICULTURAL ECONOMICS LIBRARY
UNIVERSITY OF CALIFORNIA
Berkeley, California

Federal Reserve Bulletin (U.S.Federal Reserve Board) issues for 1929 and back
Monthly Summary of Foreign Commerce (U.S. Bureau of Foreign and Domestic Commerce) March, 1930, Parts I & II and issues for 1929 and back
Pacific Rural Press, issues for Oct. 1930 and back
Survey of Current Business (U.S. Bureau of Foreign and Domestic Commerce) Nos. 1, 2, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, 85, 88,
Monthly Labor Review, Vol. 6, nos. 1, 3, 6; Vol. 7, nos. 4, 5, 6; Vol. 10, nos. 3; Vol. 11, no. 4.
Statistical Abstract of the United States (U.S. Bureau of Foreign and Domestic Commerce) 1920
California Cultivator, issues for Sept. 1930 and back
Journal of Farm Economics, Vols. 1 to 5, vol. 6, nos. 1, 2, 4; Vol. 7, nos. 1-3
Journal of the American Statistical Association, issues for 1923 and back. Also June, Sept., Dec., and any supplements for 1924.
American Economic Review, issues for 1924 and back. Nos. 1, 2, 3 and any supplements for 1925, 1927 June supplement
Wheat Studies (Food Research Institute of Stanford University) vol. 1, no. 2, Vol. 4, no. 3
New York Produce Review and American Creamery, Vol. 68 and back
Monthly Review of Business Conditions, pub. by the Federal Reserve Bank of San Francisco, Vol. 6, no. 8 and back
Monthly Review of Credit and Business Conditions, pub. by the Federal Reserve Bank of New York, Jan. to Aug. 1920, Feb., Sept. Oct. 1921, Sept. 1922.
Summary of Business Conditions in the Pacific Southwest, pub. by the Security-First National Bank of Los Angeles, issues for 1922 and back. Also Jan., Feb., June, July, Sept., 1923, July 1925, Jan., Mar., 1926, March, 1927, May, 1928, March 1929.
California Fruit News, Nov., 1930 issues and back. Also Dec. 1, 1930
Chicago. Board of Trade. Annual reports, 1920, 1921, 1922, 1923
New Era in Food Distribution, Vol. 1, no. 1, 3, 4, 5, 6, 7, 8, 9
Pacific Dairy Review, Vol. 34, nos. 1 to 5, 9. Also issues for 1929 and back
U.S. Bureau of the census. Fourteenth census of the U.S. 1920
Vol. 6; Agriculture. Parts I, (Northern States) Part II (Southern States) Part III (Western States)
Vol. 7: Agriculture. Irrigation and Drainage
Vol. 1: Population. Number and Distribution of Inhabitants
Vol. 3: Population. Composition and Characteristics of the population by states.
Biannial census of manufactures, 1925.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Annette Windele, President
American Trust Company

Mary A. Taylor, Vice-President and Editor
Standard Oil Company

Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

July, 1931

Announcement

The July meeting will be held on Thursday, July 30, 1931 at 6:00 o'clock, at the Pig'n Whistle, Powell Street.

Please let Doroth Krisher (Davenport 6400) know as soon as possible if you will be there so she can make reservations.

The entertainment for the meeting will be reports of the gatherings at the Cleveland Convention in June, presented by the delegates, Margaret Hatch, K. Dorothy Ferguson and Thomas Cowles.

N O T E S

We have received an invitation to attend and participate in the Pacific Foreign Trade Council's Eighth Annual Convention, to be held in Oakland, California, September 17 and 18. Convention headquarters will be at the Oakland Chamber of Commerce.

Convention sessions will coincide approximately with those of the Twenty-seventh regular meeting of the Pacific Coast Transportation Advisory Board. A feature of the convention will be the Trade Adviser Service, which has been arranged through the State Department and the Bureau of Foreign and Domestic Commerce, and will be composed of men prominent in national and international affairs, government representatives and specialists and leaders in business and finance.

Registration fee of $10.00 includes ticket to Banquet to be held the evening of the 18th.

Isabel Jackson is giving the course of lectures on Special Libraries at the summer session at Riverside. Miss Jackson was formerly Miss Ferguson's assistant at the Bank of America N.T.S.A.

SHELL LIBRARY OFFERS:

EXPORTERS' ENCYCLOPAEDIA

1928, 1929

S.F. DIRECTORY

1927, 1929, 1930

PERIODICALS

PETROLEUM ZEITSCHRIFT

Oct. 1, 10, 20, 1924
Nov. 20, 1925
July 3, 1929
Jan. 29, 1930

JOURNAL OF THE SOCIETY OF CHEMICAL INDUSTRIES

Jan.-Dec. 1921

DIE CHEMISCHE FABRIK

April 17, Dec. 4, 11, 18, 25, 1929
All Jan. All Feb. March, April & May, June 4, 25
Dec. 10, 17, 24, 1930

BRENNSTOFF-CHEMIE

Oct. 1, 1920
Dec. 1, 1928
July 15, 1929
Jan. 1, Jan. 15, Feb. 1, 1930

ZEITSCHRIFT fur ANGEWANTE CHEMIE

Dec. 15, 22, 1928
April 13, 20, July 6, 13, 20, All Dec. 1929
Jan.-March 22. All April & May, June 14, 21,
All Dec. 1930.

DIE CHEMISCHE INDUSTRIE

Nov. 10, 1928
July 13, Dec. 7, 14, 24, 1929
Jan.-May 3, May 17-June 21. All Dec. 1930

V.D.I.

June 27, Dec. 26, 1925
April 30, June 25, Nov. 19, 26, Dec. 3, 17, 1927
March 30, 1929
Feb. 15, 1930

CROPS & MARKETS

Dec. 1928
Jan.-Dec. 1929

ZEITSCHRIFT fur ELEKTROCHEMIE und AUGEWANDE physikalische CHEMIE

Dec. 1928
Sept. 1929
Jan. 1930

BULLETIN of the PAN AMERICAN UNION

Dec. 1929

IRON TRADE REVIEW

Jan. 9, 1930

CHEMIKER-ZEITUNG

May 10, June 28, 1930

OIL PAINT & DRUG REPORTER

Oct. 7, 1929
Jan. 20, June 23, 1930

SCIENCE

Feb. 1, 1924

INDUSTRIAL & ENGINEERING CHEMISTRY

May 10, July 10, Aug. 10, Nov. 20, Dec. 20, 1929
Jan. 20, May 10,-Aug. 10, Sept. 10, Oct. 10, 1928

OIL BULLETIN

1930
1931, March and April

PETROLEUM WORLD & OIL AGE

1929 Apr. to Dec.
1930 All but Apr.

SHELL OIL LIBRARY NEEDS:

ZEITSCHRIFT fur ANGEWANTE CHEMIE

Feb. 10, Sept. 15, 22, 29, Oct.13, Nov. 10, 31
Dec. 8, 15, 22 - 1927

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Annette Windele, President
(Temporary Address - Europe)

Elizabeth H. Holden, Vice-President
and Editor,
Federal Reserve Bank,
Sansome & Sacramento Sts.

Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

August, 1931

Meeting Announcements

The August meeting will be held Thursday evening, August 20, at the laboratory of the Shell Development Co. in Emeryville.

Dinner will be served at 6:15 P.M. at a charge of 85 cents. There will be an address on research laboratories and daily life by a member of the Shell Development staff, Dr. K.R.Edlund. Afterwards the library will be open to the guests.

To reach the laboratory, take Southern Pacific ferry, then 9th Street train (to Berkeley.) The stop for the laboratory is Shell Mound, a flag stop. Cross the tracks and cut across lots towards the Western Electric, a large five-story building. The Shell Development Co. is across the street from the Western Electric.

If any come in cars, drive on San Pablo Avenue to 53rd Street and turn toward the bay to the foot of 53rd Street.

The 5:20 from the Ferry Building arrives at 5:49 and the 5:40 at 6:09.

Please phone your reservations to Miss Reinau, Olympic 6100, or to Mrs. Hanson, Davenport 1234 by Tuesday, August 18.

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The July meeting, held July 30 at the Pig'n Whistle, consisted of reports by Miss Hatch and Mr. Cowles, of the Special Libraries Association convention at Cleveland. Miss Alta B. Claflin, Librarian of the Federal Reserve Bank of Cleveland, is the new President of the National Association.

Committees for the coming year were announced by Miss Windele to be as follows:

Union List: Mrs. Agnes Reinero, chairman
Mrs. Amy M. Caya
Mrs. Mary O. Carmody

Employment, Margaret Hatch

Publicity: Margaret M. Miller, chairman
Mrs. Amy M. Caya
Thomas Cowles
Annette Windele

Program and Hospitality: Mrs. Minnie E. Hanson, chairman
Katherine Reinau

Membership, Mrs. Bessie Kibbe

NEWS NOTES

Annette Windele, newly elected president of the San Francisco chapter, has taken a six months' leave of absence, and will sail for Europe August 22. Miss Windele has agreed to take time from doing last-minute things in order to be present at the August 20 meeting, so we hope everyone will be there to bring best wishes for her adventures.

Mary A. Taylor has resigned the office of Vice-President, owing to doctor's orders which necessitates her curtailing outside activities for the present. The Executive Board elected Elizabeth H. Holden to the vacancy caused by Miss Taylor's resignation.

Mrs. Helen Page Bates, librarian of the Bureau of Economic Research & Public Administration, University of California, is now making a splendid recovery from her very serious illness.

K. Dorothy Ferguson was made editor of the Events and Publications section of Special Libraries at the Cleveland Convention in June. Miss Ferguson would appreciate news items from all fields for this department.

It will be good news to many of us to learn that the Wall Street Journal (Eastern edition) is now being indexed. Pending publication of the index, the Pacific Coast office will telegraph inquiries to New York. This should be a helpful service to local librarians.

Bank of America library has once more moved. They are on the fifth floor with larger and better accomodations.

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Material for the Monthly Bulletin Wanted

Please send news items, lists of new things in print, lists of duplicates offered or material needed for your files, etc., to Dorothy L. Krisher, or to Elizabeth H. Holden, early each month. Your cooperation

will help make the bulletin interesting and valuable to us all.

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WANTED

by

SHELL OIL LIBRARY

1. University of Illinois Engineering Research Bulletin 216; Straub: Boiler Embrittlement

2. U.S. Bureau of Mines, Bulletin 162.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Annette Windele, President
(Temporary Address- Europe)

Mrs. Bessie W. Kibbe, Vice President
and Editor
California Div. Fish and Game,
510 Russ Building

Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company,
100 Bush Street

September, 1931

Meeting Announcements

September meeting will be held Thursday evening, September 17, at Hotel Bellevue, Geary and Taylor Streets at 6 p.m. Dinner will be served at that hour and charge will be 75¢. The Hotel Lobby Bulletin Board will announce room in which we shall meet. Make reservations with Mrs. Hanson, Davenport 1234.

This is to be a gather-round-the-tablue discussion. If a formal title or subject is necessary, we'll call it "Ways and Means". How and why do you do thus and so? Have you anything new or old to pass on to the rest of us? What have you to offer? The success of this informal gathering depends on the generous participation of each and every one of our group. Then too, give the helping hand to the newly appointed conducting officer.

August meeting, held on the 20th at the Shell Development Company's Laboratory in Emeryville, was gastronmically and intellectually successful. After a delicious dinner of baked ham and "fixins", twenty-two of us listened to a most interesting talk by Dr. K. R. Edlund of the above Company, on how research laboratories have and do touch and affect our daily lives.

Mr. Cowles, in his solemn humorous way offered the Association's godspeed message to our touring president, Miss Winsebe, and presented to her on behalf of the members, the gift of fountain pen and pencil, which was most graciously received and acknowledged.

Announcement of appointment of new officers to take places of those unable to serve was made by our President as follows:

Chairman Membership Committee: Miss Thelma Hoffman
Vice President and Editor: Mrs. Bessie W. Kibbe

At the conclusion of this very serious business, the members were escorted through the li'rary and later the laboratory. Even though many of us were not chemically inclined, all could appreciate the interesting studies and findings eminating from this department of our kindly hosts, the Shell Development Company

News Notes

Mr. Thomas Cowles has been appointed by Miss Claflin as a member of the Ways and Means Committee of the National Special Libraries Association.

Mary A. Taylor is recovering from her operation and we hope will be with us soon.

(Editor's Note: The above are of sufficient importance to stand alone - but don't they look lonely? Please send news items, lists of new things in print, lists of duplicates offered or material needed for your files, etc., to Dorothy L. Krisher, Shell Oil Company, early each month. Your cooperation will make the Bulletin interesting and valuable to us all.)

Wanted

By Division of Fish and Game:- FOR CASH: Book- "Marine Mammals of Northwestern Coast of North America" by Scammons

Offered

Annalist 1928	Standard Oil Dept. of Economics Library
Idaho 32nd annual report of Mining Industry for 1930	Economics Library
Nation's Business, 1929, 1930, incomplete file	"
Chemical Abstract - March 10, 1925, March 20, 1931	Shell Oil Company
National Petroleum News - 1929, 1930	"
Oil Bulletin - 1929, 1931	"
Petroleum World (Los Angeles)	"

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Annette Windele, President
(Temporary address - Europe)

Mrs. Bessie W. Kibbe,
Vice President and Editor,
California Div.Fish & Game
Russ Building.

Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company,
Shell Building

October,1931

Meeting Announcement

The October meeting will be held Thursday evening, October 15, 1931, with dinner served at the Fly Trap Restaurant, 73 Sutter Street, 2nd Floor, at 6 p.m. The charge will be 75¢. After dinner the Association will visit the Library of the Division of Fish and Game, 510 Russ Building, (Montgomery at Bush) where motion pictures and talk will be given by Mr. Earl Soto, Publicist of the Division. The Program Committee will appreciate reservations being made with Mrs. Hanson, Davenport 1234, not later than Tuesday, 13th inst.

If you are unable to attend the dinner, for any reason, be sure to come to F & G Library at 7:30 p.m. any way, for no member should miss the "movy" meeting.

The September meeting, held in the Gold Room of the Bellevue Hotel, with seventeen present, resulted in an interesting "talk fest", the success and value of which was made possible by the participation of each and every one.

After a "Who's Who" roll call, the following Committee reports were offered: Membership, Miss Hoffman; Union List, Mrs. Reinero, who kindly distributed the periodical list of the United States Bureau of Mines, these data not having been included in the previously published list. It behooves each member to see that she obtains these additional sheets. Mrs. Caya reported for Publicity, that 115 letters had been sent to business men and that these were now bearing some unique fruit.

Among those from whom we had not heard for sometime were Mrs. Pearson

of the S. F. News and Miss O'Connell, Professional Teachers Library. It is hoped they will come more often.

Mr. Owen of the S. F. Law Library placed the old question in which we all are interested: "How to have borrowers desist from marking up our books". Miss Hoffman offered a suggestion; we hope it works for Mr. Owen. Many others would like it, Miss Hoffman.

Miss Sexton agreed to edit the "Recent Publications" section of our monthly bulletin. Items of interest should be sent to her.

NEWS NOTES

Mrs. Esther Lundgren has returned from abroad. We look forward to seeing her among those present soon.

Miss Taylor is at work once more: we are glad that she is so much better.

RECENT PUBLICATIONS

Boyd, A. M. U. S. Government Publications as Sources of Information for Libraries

British Yearbook of International Law, 1931. 12th year. Oxford: 1931.

California. Division of Fish and Game. Handbook of common commercial and game fishes of California. 133p. 1931.

California. Legislature. Final calendar of legislative business, 1931. 408,764p.

Cartinhour, Gaines Thompson. Branch, group, and chain banking. Macmillan: 1931.

Collins, Charles Wallace. Rural banking reform. Macmillan: 1931. 187p.

Esdaile, Arundell. A Student's manual of bibliography. London: Allen & Unwin: 1931. 383p.

Fifth international botanical congress. Cambridge 1930. Report of proceedings. 1931

Hankin, Gregory. Progress of the law in the United States Supreme Court, 1930-1931. Macmillan: 1931

MacLean, F. J. The human side of insurance. S. Low, Marston: 1931. 246p.

Pan American reciprocal trade conference. Proceedings of first (conference). (Calif. Dept. of Agric. Monthly bulletin, vol. 20, no. 9. September 1931)

Rockefeller Institute for medical research. History, organization, present scope

of the scientific work, buildings and equipment, publications. 1931.

University of Illinois. Market research bibliography. 1931. 75p.

Delamain, Jacques. Why birds sing; Coward Mc Cann: 1931.

Here is a book that combines good popular natural history with the Gallic literary style at its best - a combination with which the English-reading public has already been made familiar in translations of Fabre and Maeterlinck. It is a story made by a French scientist, the notes for which he made when he was a soldier in the front line trenches. "It is at once a book about birds, a book revealing a new aspect of life at the front, and the work of a man so interested and curious about life, that not even war could dim his zest and vision.

"It's the contrasts that make life interesting; sometimes all we need for happiness is a change."

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Annette Windele, President
(Temporary address - Europe)

Mrs. Bessie W. Kibbe, Vice President and Editor
California Fish and Game Commissions,
Russ Building.

Dorothy L. Krisher, Secretary-Treasurer.
Shell Oil Co.

November, 1931.

The November meeting will be held on Thursday evening, November 19, 1931, with dinner served at Martha Jean Tea Room, 340 Mason Street, 2nd Floor, at 6 p.m. The charge will be 85¢. After dinner the members, as guests of the Bank of America, will visit the new library of that institution, 1 Powell Street. At that time, Mr. H.R. Smith, Acting Manager of the Analysis Research Department, will give an informal talk on the subject: "The Bank and Its Customers". Mr. Smith has offered to discuss any particular points desired by the members and to answer questions. The suggestion is offered to forward in advance any queries to Mr. Smith via Miss K. Dorothy Ferguson. The Program Committee will appreciate reservations being made with Mrs. Hanson, Davenport 1234, not later than Tuesday, the seventeenth.

If any are unable to attend the dinner, it is hoped they will be able to vist the library of the Bank of America at 7.30 p.m.

Twenty-four members and guests partook of the delicious and overly abundant food served by the Fly Trap Restaurant at the October 15th meeting. They then proceeded to the Russ Building, where they inspected "that different sort of library" of the Fish and Game Commission, where an interesting and usable subject system is in vogue. Mr. Earl Soto gave an enlightening resume of the work of the Division and all watched nimble mountain sheep, poor gasping fishes, and the capture of mountain lions, through the medium of motion pictures. While no time was given to discussion of business, it was voted quite a successful meeting, gastronomically, verbally and pictorially.

NEWS NOTES

How well, happy and prosperous in appearance was Miss isabel Jackson, who was caught "doing some Christmas shopping" at the White House last week. Come down to San Francisco more often, Miss Jackson. We'd like to welcome you at our meetings again.

Miss Ruth Turner has sufficiently recovered to be able to take a part-time position in the Martinez County Library. It is hoped she will ere long be able to stand a full day of the busy grind of library work.

Miss Dabney of the Standard Oil Library is now Mrs. H.P. Fisher. Her place has been taken by Mrs. Madison to whom the Association extends a welcome.

Don't forget when you are on the University of California Campus, run in and give a welcoming hand to the new acting chief of the Reference Department, Miss Lowry. She is a stranger in these parts, coming from the Middle West. Let's do all we can to make her love our part of the Country.

MEMBERSHIPS

All active and associate members will pay annual dues to the local secretary, in place of sending them to the national secretary as before. Institutional members will receive notices from the national association and will continue to send their money east. As there will be no meetings in December, please come to the November meeting prepared to pay for the coming year, as all associations are being urged to pay before the beginning of the year. If you can't come to the meeting, mail dues to the secretary who will mail you a receipt. Make checks payable to Miss Dorothy L. Krisher.

LITERATURE

Reviewed by Miss Sexton, California Academy of Sciences.

The Financial Group of Special Libraries Association prepared the following lists for the Bank Library Exhibit at the American Bankers Convention, Atlantic City, October 5-8, 1931.

GOLD.
SECONDARY RESERVES AND INVESTMENT POLICIES OF BANKS.

These two neat appearing vest-pocket sized follers, are nothing less than annotated bibliographies on these timely subjects, selected by experts in our own Association. The items have been very wisely grouped under the broad headings. Documents, Books and Pamphlets, and Magazine Articles. Two more lists on ECONOMIC PLANS and RUSSIA, respectively, were distributed in the form of single mimeographed sheets. The same handy arrangement of grouping the material has been followed.

Brussels, Bibliotheque Royale.
Liste des acquisitions scientifiques des bibliotheques belges, vol. 1 (1930)

An extensive serial, coming out in four numbers a year, arranged according to the Brussels Classification.

California. Department of Industrial Relations.
First biennial report. 1927-1930. Sacramento: 1931

City of New York. Board of Water Supply.
25th Annual Report. 1930.

Hackh, Ingo W. D.
Chemical Dictionary. Phila.: P. Blakiston's Son & Co. 1929. $10.00

Professor Hackh is a fellow San Franciscan. He has given the research librarian as well as the professional chemist a very useful tool in his new dictionary. It will supply data in the field of chemical industry, history and biography, in addition to its descriptions of chemical substances, processes, laws, etc. Terms used in the related sciences of Physics, Astrophysics, Mineralogy, Pharmacy and Biology are included. The work is accurate and contains many illustrations and tables.

Johnson, Arthur Monrad.
Taxonomy of the flowering plants. Century: 1931. $7.50

A textbook in systematic botany with excellent drawings by the author, who is Assistant Professor of Botany at the University of California at Los Angeles. The system of classification followed is that used by Engler and Prantl. The book contains a splendid bibliography.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

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Vice President and Editor
California Div. Fish and Game,
Russ Building.

Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

January 14, 1932.

MEETING ANNOUNCEMENT

The January meeting will be held Thursday evening, January 21, 1932 at Hotel Bellevue, Geary and Taylor Streets, at 6 p.m. Dinner will be served at that hour and the charge will be seventy-five cents. The Hotel Lobby Bulletin Board will contain an announcement of our meeting room. Kindly make reservations with Mrs. Hanson, DAvenport 1234 by Tuesday, 19th. inst.

This will be the first get-together of the season and will be another popular round-tabe discussion, the success of which, as before, will depend upon the cooperation and contribution from each and every one in our group.

It seems a long time since our November meeting, and it will be a much longer time before we who attended will forget the cordial reception accorded us by the Bank of America and the enlightening talk by Mr. H.R.Smith on the workings of and the many services rendered by our banks. There was much to see in the new Library quarters and much to hear from the speaker, who was so generous in his responses to the questions offered that all of us were reluctant to leave. Have we been cautious of the numbers of checks drawn since listening to Mr, Smith?

We are grateful to Miss Ferguson and to Mr. Smith for the interesting evening. We congratulate the Program Committee on its selection of dining facilities. Twenty-six members and guests were present.

NEWS ITEMS

Miss Speer of the U.S.Bureau of Mines is the Gleaner of News Items. Kindly assist her in seeing that she gets a rich and abundant harvest each month for our Bulletin.

Miss Mary Taylor of the Standard Oil has agreed to represent the Civic-Social Group in our Association to cooperate with the national committee.

Mr. Thomas Cowles has accepted the chairmanship of the Special Libraries Section of the California Library Association.

Mr. Thomas Cowles has accepted a temporary appointment as specialist in Slavic languages in the periodical division of the University of California Library.

Miss Isabel H. Jackson has taken an appointment in the reference division of the University Library.

The Association extends to Miss Elizabeth Holden its symoathy.

Miss Anita F. Levy, member of the Subscriptions Committee of the national chapter Special Libraries Association, reports that in the recent drive for new subscriptions California responded better than any state. Ten percent of those approached took out subscriptions, which gives us cause for gratification.

LITERATURE

Owing to the illness of Miss Sexton, this section is omitted this month.

NOTICE

Come prepared to the next meeting to pay your 1932 dues. Many of the former members and new prospects have not yet paid. Let us not have any delinquent members in our section.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Miss Annette Windele, President
(Temporary address-Europe)

Mrs. Bessie W. Kibbe,
Vice President and Editor,
California Div. Fish and Game
510 Russ Bldg.

Miss Dorothy Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

FEBRUARY 1932

The February meeting will be held on Thursday evening, February 18, 1932, with dinner served at John's Tavern, 645 Montgomery Street, at 6 p.m., where you may have your preference of a 50¢ or a 75¢ dinner. If you are planning to join the party at this time, kindly notify Mrs. Hanson, Davenport 1234, by Tuesday, the 16th.

After dinner the members will be guests of the U.S. Bureau of Foreign and Domestic Commerce in the Customs House. Mr. Ash, our host, will take pleasure in telling us about the Library of which he is in charge.

JANUARY MEETING. Twenty-six members and guests participated in the round-table dinner gathering on January 21st at the Bellevue Hotel. Many questions were propounded and answered and interesting reports given. Our meeting adjourned in time for the members to attend the several San Francisco musical attractions of that evening.

NEWS NOTES

None

but

an apology

'Twas Lady Cowles and not the Sir of that family that accepted the appointment in Slavic languages in the University of California Library. Excuse, please.

We take pleasure in welcoming the following new members into the Association:

Miss Anita Crellin	Library of Economic Research, U. C.
Mr. Francis B. Graves, Librarian	Mechanics-Mercantile Library
Miss Marie E. Gray	Pacific Gas & Electric Company
Mrs. Marjorie P. Madison	Standard Oil Company
Miss Margaret O'Connell	Teachers Professional Library
Mr. John E. Wood, Secretary	Mechanics Institute

LITERATURE

Reviewed by Veronica J. Sexton
California Academy of Sciences

The ASSOCIATE MEMBERS BULLETIN is a four page monthly reprint from Special Libraries and is distributed to those six hundred associate members who do not receive the official S. L. A. organ. The first issue of the Bulletin, which is not numbered serially, is from the January, 1932 copy of Special Libraries. The intent and purpose of this new service is explained in the 'President's Page - To our associate members'. This note is so warm-hearted and sincere that one wishes to read and re-read it, and to enjoy the assurance that our President feels for each one of us individually, and could prescribe wisely for all our ills. Where else has such tenderness and sympathy ever been expressed for the "loneliness" of the special librarian's job? When you are in need of professional refreshment and inspiration, read Miss Claflin's message and rejoice in the S. L. A.

The new Bulletin will bring to us each month important notices regarding membership, the work of our various national committees, personal notes, etc., all in "tid-bit" helpings, but very much to be relished by the Associate Member.

We have the pleasure of announcing the appearance of the new publication entitled LEAFLETS OF WESTERN BOTANY. A publication whose scope will be limited to the exotic flora of California and the native flora of Western North America. As a special feature it will give space to articles on cultivated plants and there will be notes on weeds, or adventive plants, plants which are native to other parts but which have become naturalized in California.

This publication which is an eight-page leaflet appearing about four times a year, came into being to fill the need for the prompt publication of papers, and so insure priority in the naming of new species, a matter of fundamental importance in taxonomy.

Your attention is called to the fact that this publication is owned and published by Alice Eastwood and John Thomas Howell of the California Academy of Sciences, San Francisco. Miss Eastwood is well known in California for her work on its native flora and, more recently, for the attention she has given cultivated plants. Sample copies may be obtained by addressing Mr. Howell.

UNION LIST OF SERIALS IN LIBRARIES OF THE UNITED STATES AND CANADA. Supplement. New York: The H. W. Wilson Company, 1931. 660 p. Edited by Gabrielle E. Malikoff. This supplements the 1927 list, edited by Winifred Gregory. The exact holdings of 230 libraries are listed, the original group of libraries having been checked and many new ones added. A careful reading of the Introduction will facilitate the use of the list. Therein is explained the handling of transferred holdings, the use of cross references, etc. Karl Brown of the New York Public Library has compiled the "Bibliography of Union Lists of Serials", which

brings up to date Daniel C. Haskell's Bibliography in the 1927 edition. The new Bibliography should serve as a reliable aid in the selection of titles for the new building up of a partial or complete collection of union lists for any particular library. It should be gratifying to our Union List Committee as well as to all the members of our chapter to find here any entry for our own "Preliminary union list of periodicals in the libraries of the San Francisco Bay region". Under the entry "Southern Libraries Association, Southern California Chapter, etc." we recognize a regretable error, which should be corrected to read "Special Libraries Association, etc.".

REPORT OF THE CHIEF OF ENGINEERS, U. S. ARMY, 1931. Washington: Government Printing Office, 1931. 2 parts. This enormous report consisting of some 3400 pages is intended primarily for administrative purposes for the War Department, but its official information makes it a valuable source of statistics to the commercial and shipping world. Part I is devoted to the reports of Rivers and Harbors arranged by districts followed by reports of various Commissions and Surveys. The report of the 'California Débris Commission' should prove useful for information regarding the limitation of hydraulic mining in this state, results of which are still all too obvious in the Sacramento Valley and the Sierra foothills. Part II has been very conveniently bound in a separate volume to insure easier handling, since there is so great a demand for the Commercial Statistics of Water-borne Commerce. This is arranged in the form of tables and summaries by geographical divisions and commodities.

The Macmillan Company has recently brought out the sixth volume of Seligman's ENCYCLOPAEDIA OF THE SOCIAL SCIENCES. It covers over four hundred articles from 'Expatriation to Gosplan'. It is well to remember that the Encyclopaedia is an excellent source of biographical material in the fields of law, political science, sociology, psychology and allied subjects. The scope of the work is obvious in the exprt treatment, and in the variety of such timely subjects as: Expenditures, Expert Testimony, Exploitation, Fairs, Family Law, Floods and Flood Control, Gold Standard, Good Roads Movement, etc. No doubt many of us will be glad to turn to it often.

"For anyone wishing information about life insurance business in the United States and Canada, the INSURANCE YEAR BOOK, 1931 (Life Insurance volume) is full of facts. This annual is issued by The Spectator Company, 243 West 39th Street, New York City. Price $20.00. A glance at the headings of the main division of the book gives an idea as to the extent of its contents: (1) and (2) Reports of life insurance companies, including historical data, reputation of the company, officers and directors, kinds of insurance written, states in which they operate, latest annual financial statements; (3) State laws regarding life insurance companies; (4) Statistical history of life insurance in U.S. and Canada for the past 10 years; (5) Life insurance business in the various States; (6) Directory of assessment life and fraternal organization; (7) Miscellaneous information, including: Directory of life companies in Great Britain, Life underwriters associations; (8) List of insurance agents representing all branches of insurance in U.S. and Canada; (9) Life insurance attorneys and councellors; (10) Medical examiners."

TECHNOLOGY OF LOW TEMPERATURE CARBONIZATION, by Gentry. Williams & Wilkins, 1931. #7.50. "A valuable study in the principles of carbonization. Of use in the study of spontaneous ignition and gas emanation. Contains a large and very carefully prepared bibliography."

The first number of STYLOPS, a journal of taxonomic entomology, appeared January 15, 1932, edited by S. A. Neave, Secretary of the Entomological Society of London. It is highly specialized and will be of interest only to the professional systematic entomologist.

A METHOD FOR THE PRESERVATION OF OLD MANUSCRIPTS. An entirely satisfactory method does not appear to be known. "Particularly desirable is one for preserving old letters and similar material, which can be cheaply and readily prepared and which can be used by anyone with fair manual dexterity, but without requiring special expert knowledge of physics, chemistry or paper technology. The method here discussed has been tested with gratifying results". Messrs. J. P. Sanders and F. K. Camerson then tell the procedure and discuss the same in a very clear manner. This information is to be found in SCIENCE, vol. 74, no. 1924, issue of November 13, 1931, pages 488-489.

COMMITTEE ON CO-OPERATION IN BUSINESS LIBRARY SERVICE

Material Wanted

The San Diego Public Library (Business Technology Dept.) is particularly interested in and would appreciate receiving any of the following directories:

Directory of Directors	Real Estate or Roster of Realtors
Chamber of Commerce Roster	Social Service
Chemical	Textile
Advertising	Dry Goods
Engineers	Lloyds Register of Shipping, Vol. 1
Thomas Register	Kelly's Directory

Material offered by Shell Oil Library

California Oil World, 1931

Hardware World, 1931

National Petroleum News, 1931

Oil & Gas Journal, 1931

Oil Bulletin, 1931

Pacific Marine Review, 1929-1931 broken file

Petroleum Age, May-December 1931

Petroleum World, 1931

Service Station News, 1931 broken file

Shipping Register, 1931

B U L L E T I N

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Miss Annette Windele, President
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Mrs. Bessie W. Kibbe,
Vice-President and Editor,
California Div. Fish and Game,
510 Russ Bldg., San Francisco.

Miss Dorothy Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

MARCH 1932

The March meeting will be held on Thursday evening, March 17,1932, with dinner again served at John's Tavern, 545 Montgomery Street, at 6 p.m. for 50 cents. PLEASE BE PROMPT. Kindly notify Mrs. Hanson, Davenport 1234, not later than Tuesday the 15th, if you are planning to join the party at that time.

After dinner we shall be the guests of the United States Bureau of Mines, Customs House. Mr. Bowie, Director, as host, will be the speaker and will show motion pictures.

The gathering of the clan at John's on February 18th, numbered twenty-three members and guests. It was pleasant to have Miss Alice Haines from the California State Library with us. Come again, Miss Haines, and bring some of our other Sacramento co-workers. It is always a happy feeling to greet new and prospective members to our festive and talkative board and tours. We hope that our guests carry away with them the same happy feeling that we hold in welcoming them.

The evening was brim full of generosity on the part of our hosts, the Bureau of Foreign and Domestic Commerce, and of information that was so kindly and interestingly presented. We are also grateful to Messrs. Ash,Bates,Dick and Eichholz and to Misses Ferguson,Kloeppinger and Searly for the many courtesies extended. One came away with a feeling of great respect for the type and amount of work necessary to compile the data which are made available for us, and one wondered if there could be any question under the sun whose answer could or would not be found by the force in the San Francisco office of the Bureau of Foreign and Domestic Commerce.

NEWS NOTES

It is an agreeable surprise to learn that our traveling President has returned. Welcome home, Miss Windele.

Mrs. Mary O. Carmody, Mechanic Library, 57 Post Street, San Francisco, has kindly agreed to act as our Association's representative of the S.L.A. Travel Committee to the Lake Placid Conference. Information as to rates and details of travel to the Conference may be obtained from her.

The Technical Book Company have opened their new store at 432 Market Street. This firm is one of the California Institutional members of S.L.A. We in California are fortunate in having a store of this kind located here. It is one of four in the entire country. This store differs from the ordinary book store as their entire stock of thousands of volumes is composed of business, technical and scientific books. As they handle new books only and stock outstanding new books of a non-fiction nature, it is a first port of call for librarians and business men.

There are now 52 members in our association, 12 of them new this year. This represents a healthy growth and we expect it to continue. The following are new since last month's bulletin:

Mr. Edwin T. Coman, Jr.	Berkeley
Miss Pauline Dikeman	Public Health Center Library, Oakland
Mrs. Anne H. Elliott	Wells Fargo Bank & Union Trust Co.
Miss Laura Ferguson	U.S. Bureau of Foreign & Domestic Commerce
Miss Kathleen Keating	Berkeley Public Library
Miss Helen Mayden	Bank of American National Trust and Savings Association

Reviewed by Veronica J. Sexton
California Academy of Sciences

An interesting article appeared in the San Francisco Chronicle, Sunday February 21, calling attention to the growing importance of research departments in the motion-picture industry in Hollywood, particularly in the studio of Metro-Goldwyn-Mayer, which is in charge of Mrs. Nathalie Bucknall. She goes abroad every two years in order to keep her files up to date, for her greatest responsibility is to supply the property man with accurate detail regarding everything that is necessary to make a set flawless. While in foreign cities she photographs old street lamps, visits prisons, collects legal documents, etc. Perhaps you can recognize some of the fruits of her labor in "Mati Hari".

In the Standard Oil Bulletin. January 1932, p. 10, we find a picture of the Reference Library of the Research and Development Department. In the article which it illustrates we find special emphasis on the fact that efficient library service is an essential tool in modern technical research. The writer also points out that in the official title of this department the word 'Research' precedes 'Development'. The idea certainly coincides with the aims and ambitions of the Special Libraries Association.

The Vanadium Corporation of America, Bridgeville, Pennsylvania, has published a very beautiful full-page picture of its library in the January number of The Vancorum Review. We hope to be favored with an article about the library in a future number.

The appearance of the following new Memoir series issued by two West Coast institutions forms an important contribution to monographic literature. MEMOIRS OF THE UNIVERSITY OF WASHINGTON, Vol. 1, 1931, is a bulky folio by Charles E. Weaver, entitled Paleontology of the Jurrasic and Cretaceous of West Central Argentina. The volume contains 596 pages, including 62 plates; plate 1 is a folded chart in pocket of back cover. In addition to chapters on the Geologic formations, Faunal localities, and Faunal tables, it contains a bibliography of 448 titles and devotes 308 pages to the Description of species. The work supplements the already extensive literature on the subject, published by various institutions of Argentina. MEMOIRS OF THE SAN DIEGO SOCIETY OF NATURAL HISTORY, Vol. 1, November 3, 1931, is a volume of similar format, by U.S. Grant, IV and Hoyt Rodney Gale entitled, Catalogue of the Marine Miocene and Pleistocene Mollusca of California and Adjacent Regions. 1036p. 32 pls. $8.00. It is broadly divided into Part I, Summary of Stratigraphy and Part II, Systematic Paleontology. The authors have attempted to list every species and variety of Marine Mollusca known to occur in these deposits in California, with references to original descriptions. This compilation of information makes the material easily available for students of the subject. The publication of this work was very costly and only made possible by the generosity of Miss Ellen Browning Scripps of La Jolla, California.

INDUSTRIAL HEALTH, by Kober and Hayhurst, Blakiston, 1931. $15.00
"Contains the necessary data on all matters pertaining to health, safety , etc. in industry."

The American Association for the Advancement of Science has issued for free distribution a series of 27 folded leaflets, entitled SCIENCE BOOKLIST.. Each one is devoted to a particular subject such as, Exploring for science, Microbes and microscope, etc. These lists represent the final selection made from preliminary mimeographed lists sent to specialists in various parts of the country. Each one has an appropriate sketch and a quotation on the cover, followed by an introductory note and a classified list of the most important titles which have appeared since 1900. Preference has been given to inexpensive editions still in print, and bearing American imprints. The lists of graded

text-books as well as the annotations will encourage teachers to use them. No. 27 is entitled the Teaching of Science and contains references to aids and methods. The cost of printing has been provided by the Carnegie Corporation of New York. Schools and libraries may obtain sets by addressing the Association c/o. Smithsonian Institution, Washington, D.C.

The Wistar Institute of Anatomy and Biology of Philadelphia, has published a new bi-monthly periodical entitled JOURNAL OF CELLULAR AND COMPARATIVE PHYSIOLOGY, to take care of the publications of important papers which are the result of original research. The scope will be limited so as not to overlap the contents of already existing journals in the field of experimental zoology.

THE AMERICAN LYCEUM, its history and contributions to education, by Cecil B. Hayes, has just been published as Bulletin No. 12, U.S. Office of Education. 1932. The author has made a splendid offering to the written history of education, in bringing together so much source material relating to the first American educational institution of which teachers were a part. The work consists of 53 pages of text interspersed with dozens of quotations, followed by an Appendix which lists Source material, the Constitution and By-laws, Resolutions, Lists of lectures and men who aided the movement, wherein many venerable names appear.

THE FINANCIAL POST SURVEY OF CORPORATE SECURITIES is published annually in April, at $2.00 per copy, by the Financial Post, a Canadian financial newspaper. This is a reference back of interest to all investors. A classified survey of 1300 Canadian corporate securities is made by devoting a complete chapter to a general review of each of the following: Public utility securities, Banking, Rubber, Iron and steel, Construction, Pulp and paper, Textile, Real Estate, Oil refining, Beverage, Investment trusts, Milling, Foodstuff, Merchandising, and Transportation securities; concluding with a short history of each company and names of officers and directors.

BULLETIN

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Miss Annette Windele, President
San Francisco.

Mrs. Bessie W. Kibbe
Vice-President & Editor
California Div. Fish & Game
510 Russ Building. San Francisco

Miss Dorothy Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street.

APRIL 1932

The April meeting will be held on Thursday evening, April 21, 1932, with dinner served at Trocadero Restaurant, 609 Montgomery Street, at 6 p.m. for 50¢ (choice of steak or chicken). Kindly notify Mrs. Hanson, Davenport 1234, not later than Tuesday, 19th, for your reservation.

We urge and beseech all to be prompt (we shall endeavor to see that the service is the same) in order that not one minute may be lost from the evening's program. We are to be the guests of Mr. John Henry Nash, 447 Sansome Street, a delight we have long anticipated.

Twenty one members and guests gathered round the festive board at John's on March 17th, then sojourned to the United States Bureau of Mines, where Mr. Bowie and his assistants kindly entertained us with educational films and a concise though interesting resume of the work of that department. There too, wewere shown the source of more government statistical and educational literature which is available for our use, and the method in which same is assembled. Colloquially, "And How"! Hurrah for the merry-go-round table! Our tours are always enjoyable and illuminating and we are grateful to our host, Mr. Bowie, for his hospitality on that evening.

ANNOUNCEMENTS

May meeting - annual meeting. Who will lend a hand next year?

LITERATURE

Edited by Veronica J. Sexton
California Academy of Sciences

The following list appeared in the October 1931 issue of "The Library" (Newark, New Jersey). It is well selected, and its brief annotations make it a handy reference tool in special libraries.

Business information and its sources. Newark Public Library Business Branch 1931 Price $1.00. A reprint from "Business Literature", 1930-1931, of detailed descriptions of business service in special fields.

Business Literature, Newark Public Library, Business Branch. Monthly Subscription $1.00. Concise comment on print useful to business men.

Business Service in Public Libraries of 109 Large Cities. Newark Public Library Business Branch. 1930. Price 50¢. A guide to the special collections for the use of business men.

Calendar of Business Statistics. Investment Bankers Association of America, Educational Dept., 33 South Clark St., Chic. 1930. Price 10¢. A list of current sources of information under 25 important economic headings.

Cooperative Industrial Research. Chamber of Commerce of the U.S. 1925. Price 15¢. A specific discussion of trade association activities in research.

Descriptive List for use in acquiring and Discarding U.S. Government Mimeographed Statements. Special Libraries Association. 1929. Price $1.75. An index by subject to current government publications furnishing statistical and other information of value to industry.

500 Business magazines Classified by Subject. Newark Public Library Business Branch. 1929. Free. A list of magazines received at the Business Branch indexed under the subjects they cover.

Foreign Commerce Handbook. Chamber of Commerce of the U.S. 1930-1931. Price 10¢. Gives first-hand sources of export and import information.

Handbook of Commercial and Financial Services. Speical Libraries Association. 1931. Price $2.00. A new directory describing the important sources of statistical information.

Handbook of Scientific and Technical Societies and Institutions of the U.S. and Canada. National Research Council, Publication Office, Washington, D.C. 1930. Price $3.00. A descriptive list giving history, object, publications, research activities, etc.

Industrial Research Laboratories of the U.S., including Consulting Research Laboratories. National Research Council, Publication Office, Wash. D.C. 1931. Price $2.00. A list covering the research staff and the development work under way.

Sources of Investment Information. Investment Bankers Association of America. Educational Department, 33 South Clark St., Chic. 1930. Free. A classified and annotated list of the various sources of information of which an investment house may have need.

Special Libraries. Special Libraries Association. Monthly. Subscription $5.00. The mouthpiece of an organization to promote the collection, organization and dissemination of information.

Special Libraries Directory of the New York Metropolitan District. Special Libraries Association. 1931. Price $1.50. A subject index to collections in specialized fields carefully described.

Statistics on Commodities, Special Libraries Association. 1931. Price $1.00. A chart showing where, in current periodicals, figures on prices, sales, indexes, production, imports and exports are to be found. Covers 77 periodicals and 104 basic commodities.

Trade directories: A list for first purchase. Special Libraries Association. 1931. Price 50¢. An annotated guide to important sources of information.

B U L L E T I N

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Miss Annette Windele, President
San Francisco

Mrs. Bessie W. Kibbe, Vice President & Editor
California Division of Fish and Game
450 McAllister Street, San Francisco.

Miss Dorothy L. Krisher, Secretary-Treasurer
Shell Oil Company
100 Bush Street

May 1932

DINNER MEETING MAY 19, 1932, THURSDAY, at GARDEN INN, 540 SUTTER STREET, at 6 P. M.

(Old Fashioned Southern Dinner 50¢)

PROGRAM: Reports and election of officers.

Speakers: MISS ANNETTE WINDELE: "Foreign Libraries visited while abroad,"

MISS HARRIET G. EDDY: Assistant Professor Agricultural Extension:

"Library Service in Soviet Russia", in the organization of which Miss Eddy has just recently spent several months.

ATTENTION: As the program is a very full one, each and all are kindly urged to be prompt.

The endeavor will be made to dispose of the business of the evening rapidly in order that justice may be done to the main events on the program. Kindly notify Mrs. Hanson, Davenport 1234 not later than Tuesday, the 17th, for your reservation.

Up and down - on all sides - and even into the corners, forty-three members and guests "twined" themselves in the dining room of the Trocadero at the April 21st meeting, and afterwards enjoyed the hospitality of Mr. John Henry Nash at his Library on Sansome Street. Mr. Nash told of, and demonstrated, some of his own beautiful handiwork; and accorded us the privilege not only of viewing, but also of actually touching some of his most cherished and rare possessions. We are grateful to Mr. Nash and to his librarian, Miss O'Day, for their kindness in giving to the Association the very instructive and delightful evening.

NOMINATING COMMITTEE REPORT

The Nominating Committee is glad to make its report, and submits to the Association membership for approval at the May 19th election, the following names of officers for the new term:

President -	Mrs. Bessie W. Kibbe California Division of Fish and Game
Vice-President -	Mrs. M. E. Hanson Pacific Gas and Electric Co.
Secretary-Treasurer -	Miss Melissa Spear U. S. Bureau of Mines
Member, Executive Board -	Miss Thelma Hoffman Shell Development Company

After a thorough canvass of the membership, and much discussion, it is the unanimous opinion of the Committee that the above "line-up" is a satisfactory one, and trusts that the selection will meet with the whole-hearted approval of the membership. Further nominations from the floor will be in order, however.

Committee: William A. Worthington, Chairman
Thomas Cowles
Margaret Hatch

NEWS ITEMS

Miss Dorothy Ferguson has completed her series of lessons on Business Library Administration in the School of Librarianship, of the University of California. This is the fifth time that Miss Ferguson has given this course.

All librarians will be interested in the Chemical Library Service, 1060 Cragmont Avenue, Berkeley. This is the "spare time" project of a very ambitious young lady (and one of our members), Miss Katherine Reinau. She is offering translations of chemical literature, literature searches, current literature service, etc. There should be considerable demand for this kind of work, and no similar service is offered on the Pacific Coast.

We wish to welcome the following new members:

Mrs. M. E. Cowdery, Librarian, Japanese Commercial Museum

Mr. John Stump, Mechanics - Mercantile Library

Miss Nello Wilson, San Francisco Stock Exchange Institute

Will all the former members who have not paid their dues for 1932, please do so? Let the new officers find a completely paid up membership!

LITERATURE

Edited by Veronica J. Sexton
California Academy of Sciences

CATALOGUE OF THE PUBLIC DOCUMENTS OF THE SIXTY-NINTH CONGRESS ... Washington: U. S. Government Printing Office; 1932. It is usually referred to by the Binder's title 'Document Catalogue' No. 18. It lists for permanent record the great mass of material under the government imprint issued during the two fiscal years July 1, 1925, to June 20, 1927. The arrangement is that of the dictionary catalogue, giving full bibliographical information, and amply provided with 'see also' references. Supersedes the Monthly Catalogue of Public Documents for the period covered.

"An interesting recent magazine in the field of employer-employee relations is INDUSTRIAL RELATIONS. It was started in November 1930 to study such subjects as: Absenteeism, Accident prevention, Age limits, Bonuses, Cafetarias, Cooperation experiments, Credit Unions, Disability benefits, Employment economics, Group insurance, Health and Hygiene, Hours, Job analysis, Labor turnover, Pensions, Personnel Management, Profit-sharing, Suggestion systems, Tardiness, Unemployment economics, Vacation policies, Vocational training, Wage-payment methods, Workmen's compensation insurance, It also devotes a section to: Books on employee training, Books on industrial relations, Books on personnel. This magazine is published monthly by Industrial Relations, Inc., 2200 Port Washington Road, Milwaukee, Wisconsin. Subscription price $5.00 per year."

Laidler, Harry W. CONCENTRATION IN AMERICAN INDUSTRY. New York: Crowell; 1931. 501pp. The author of this timely study is Executive Director of the League for Industrial Democracy and President of the National Bureau of Economic Research. In the Preface he states that no one, since John Moody, surveyed the industrial field and graphically described to the American people the extent to which business had concentrated in the hands of the few. "No one has assayed the task of taking up one by one the great branches of American business ... our natural resources, our public utilities, our manufacturing and miscellaneous industries, our banking, our retail distribution, our agriculture ... and of giving a close-up picture of the extent of concentration in each field; the extent to which competitive conditions still exist; the extent to which monoply has supplanted competition." The present volume attempts to do this in a descriptive rather than an analytical or theoretical manner. An eight page bibliography adds to the value of the work.

MARCH OF INDUSTRY, by Robert Glass Clelland. Los Angeles: Powell Publishing Company; 1929.322pp. $5.00. This is one of the series entitled California. This book is somewhat older than others usually reviewed here, but someone may be grateful to know of it for the first time. It is a popular account of California's economic development, with the following chapter headings: A neglected country, A decade of transition and experiment, Agriculture and the Making of an Empire, Twenty-five years of Agricultural Progress, The Growth of Industry, Petroleum, Water and Power, Financing a new Civilization, Mexican land Grants. Tables of miscellaneous statistics are appended.

BULLETIN

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Mrs. Bessie W. Kibbie, President,
California Division of Fish and Game
450 McAllister Street, San Francisco

Mrs. Minnie Hanson,
Vice President and Editor
Pacific Gas & Electric Company
245 Market Street, San Francisco.

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Customs House, San Francisco.

July 1932

The July meeting of the Special Libraries Association, July 21, 1932, will be held at the Garden Inn, 540 Sutter Street at six P. M. - dinner 50¢. Reservations are to be phoned to Miss Taylor, Sutter 7700, Local 287 by Tuesday, July 19th.

This meeting is to be Round Table discussion and it is hoped that each one will help out by bringing up some pet problem or topic.

The May meeting of the Association was indeed an interesting one, having as we did, Miss Harriet Eddy of the University of California as speaker guest. Miss Eddy told most inspiringly of her work in Russia for library unification. With much charm and enthusiasm she took us into the homes of the Russian peasants and gave us a frank picture of conditions as she saw them. An interesting exhibit of materials used in educational and library work helped make the picture very real.

After the dinner which was at the Garden Inn, Miss Windele spoke briefly of libraries she visited during her recent trip abroad.

There was then a short business session when the nominating committee reported and the officers for 1932-33 (see head of bulletin) were unanimously elected.

At an executive meeting held June 2, 1932, the following committees were appointed to serve for the year:

Bulletin: Editor - Mrs. Minnie E. Hanson, Pacific Gas & Elec. Co.

Book Reviews - Miss Laura Ferguson, Dept. of Commerce.

Gleaner of News - Miss Marie E. Gray, Pacific Gas & Elec. Co.

Employment: Miss Margaret Hatch, Metropolitan Life Ins. Co.

Membership: Miss Thelma Hoffman, Chairman, Shell Dev. Co.

Miss J. Russell, Standard Oil Co.

Program: Miss Katherine Reinau, Chairman, Shell Dev. Co.

Miss Mary A. Taylor, Standard Oil Co.

Publicity: Miss Nello Wilson, Chairman, S.F. Stock Exchange Institute.

(others to be appointed)

Union Periodical List: Mrs. Agnes Reinero, Chairman, Pacific Gas & Electric Co.

Miss Katherine Reinau, Shell Dev. Co.

Mrs. Carmody, Mechanics Institute.

Mrs. Caya, Calif. State C. of C.

NEWS ITEMS

The Fourth San Francisco Book Fair is being held at the M. H. de Young Memorial Museum in Golden Gate Park. The exhibitions cover the history of writing and the book, as well as bookplates, bindings and related topics. The exhibition began June 15th and ends August 20th, 1932. The admission is free.

We are pleased to learn that Mr. Cowles has recovered from his recent illness.

PERIODICAL EXCHANGE

Wanted: By Miss Ivander MacIver, chief, division of serials and exchange, University of California:

Barron's vol. 11, no. 1, Jan 5, 1931.
Harvard business review vol. 9, no. 1, Oct. 1930.
Magazine of Wall Street vol. 49, no. 11, March 1932.
Nations' business review vol. 19, no. 7 July 1931; vol. 20, no. 1, Jan. 1932.
Western advertising vol. 16, no. Feb. 1930; vol. 18, nos. 3, 14, Feb. and May 1931.

LITERATURE

Edited by Laura E. Ferguson
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

ACCOUNTING THEORY AND PRACTICE - Roy B. Kester, Ph.D. Volume I - Third Revised Edition, 1932. Explains fundamental principles, using the financial statement as a starting point. Sets forth definite, accepted procedures, describing and illustrating chief books, explaining handling of transactions, posting, trial balance, etc. Shows fully the relation between accounting and problems of business management.

AMERICAN UNDERWRITING OF FOREIGN SECURITIES IN 1931 - Trade Information Bulletin No. 802, U. S. Department of Commerce, Bureau of Foreign and Domestic Commerce. Released June 10, 1932. Price 10¢. This bulletin presents in summary form the following data: Foreign issues offered in U. S. in 1931; Analysis of conditions affecting marketing of foreign issues; Comparison of underwriting of foreign securities in U. S., Great Britain and The Netherlands; Yield index of foreign bonds floated in U. S. over past 12 years.

BASIC BUSINESS BAROMETERS - Their Meaning and Use. Wilfried H. Hemingway, published by The Hemingway Institute, Washington and San Francisco - 1932. First a list of basic business barometers are given with the source of authority, and a general classification of business barometers. Then the author divides the book into three sections: Part I - Barometers Reflecting Conditions and Indicating the Trends of General Business. Part 2. - Barometers Reflecting the Conditions of Credit and Banking. Part 3 - Barometers Reflecting Investment Conditions. Chapter headings in sections give key to contents, and there is an excellent index for ready reference.

COMMERCIAL SURVEY OF THE PACIFIC NORTHWEST - Edwin Bates, U. S. Department of Commerce (Domestic Commerce Series No. 51 - 1932 - Price $1.00). This survey outlines the marketing areas and describes the local trading conditions which characterize each area. A detailed discussion is presented of each area showing such factors as economic development, population growth and distribution, sources of income, conditions affecting consumer demand, transportation facilities, types of retail and wholesale outlets, and special methods of distribution for each important city and town in the Pacific Northwest.

PRICE LIST NO. 28 - 1932 - Gives a List of Government Publications relating to Finance, Banking, and Budget Accounting. This List also carries a summary of various Lists of Government Publications covering other subjects. Any of these Price Lists may be obtained without charge from the Superintendent of Documents, Washington, D.C.

STATISTICS ON COMMODITIES - Special Libraries Association 1931. Price $1.00. A chart showing where, in current periodicals, figures on prices, sales, indexes, production, imports and exports are to be found. Covers 77 periodicals and 104 basic commodities.

SURVEY OF CURRENT BUSINESS - U. S. Department of Commerce. More than 100 new series of statistical data, including important indices of current business conditions, have been added to the Survey of Current Business with the June issue. In addition, the contents have been changed markedly, both as to presentation and arrangement. The Survey now assembles under one cover more than 2,100 series of data on current business movement - simplifying the work of business men, research workers, and others desiring to keep informed on all phases of business activity. To enable the reader to find those series in which he is more particularly interested with a minimum of effort, an index has also been added to the monthly publication. Among the important new subjects covered are: new business incorporations, indexes of freight-car loadings, sales of electrical energy to the various types of consumers, newspaper advertising, the status of Federal-aid highway construction, and seasonally adjusted indexes of foreign trade. Other series just added to the Survey include the Annalist indexes of business activity, the Federal Reserve Board's unadjusted indexes of industrial production in detail, and of construction contracts awarded, department-store sales by Federal Reserve districts, Federal Reserve Board data on employment and payrolls, gold movement, and additional statistics on new security issues. The New York Times and Moody's data on dividend payments are also covered in the new expanded Survey, along with the value and number of shares listed on the New York Stock Exchange, traffic in national parks, operating figures of Class A telephone companies, consumption, production and stocks of denatured alcohol, similar data for methanol and superphosphates, detailed figures of manufactured and natural gas concerns, coal shipments and stocks, and more complete data on business failures. The monthly "Survey of Current Business," together with an annual and regular weekly supplement is available for $1.50 a year.

WALKER'S MANUAL OF PACIFIC COAST SECURITIES - the new 1932 edition was released June 17 . Price $10.

Annual Report of the President, San Francisco Chapter
Special Libraries Association.

1931-32

The San Francisco Association closed a very active year at the May meeting with the election of officers to serve for the year 1932-33.

No new projects were undertaken during the year but the development of the program already inaugurated was energetically carried out. The Union List Committee headed by Mrs. Agnes Reinero of the Pacific Gas and Electric Company Library has made preparations for the publication of the enlarged and revised edition of the Preliminary Union List of Periodicals in the Libraries of the Bay Region issued last year. Eight libraries have joined those already contributing entries and revision of the standing material has been made. Estimates of the cost of printing have been submitted and when the necessary financial arrangements are concluded it is expected to bring out the list at an early date.

Following the circular letter sent out by the Publicity Committee good use has been made of the Research Information Service.

Efforts to increase the membership have not been relaxed. Miss Hoffman's committee added fifteen new members to our enrollment.

The employment committee reports many applications on file and one vacancy filled. The eleven dinner meetings held throughout the year were very well attended.

Mrs. Hanson's program committee arranged an excellent series of meetings two of which were devoted to round table discussions of methods and problems. The August meeting was held at the Shell Development Laboratory in Emeryville, Dr. Edlund was the speaker. The October meeting visited the Library of the Fish and Game Division, motion pictures and talk by Mr. Earl Soto.

The November meeting was devoted to the Bank of America Library Mr. H. R. Smith, of the Bank, the speaker. In February the association visited the Library of the Bureau of Foreign and Domestic Commerce, Mr. Ash of the Bureau was the speaker. In March the Library of the Bureau of Mines was visited and motion pictures were presented by Mr. Eowie with an explanatory talk. For the April meeting the Library of Mr. John Henry Nash was opened to our members and Mr. Nash described his forthcoming edition of the Gutenberg Bible. The annual meeting was held May 19th at the Garden Inn. Miss Harriet Eddy supplemented a very interesting talk on "Library Service in Soviet Russia", with a presentation of Russian costume dolls and other examples of the dress of some of the peoples of the Russian minorities.

The section on new publications added to our monthly bulletin was successfully edited by Miss Sexton of the Academy of Science Library.

The thanks of the Association and of the President in particular are tendered Mrs. Bessie Kibbe who not only faithfully filled the office of Vice President and Editor but accepted the duties of presiding officer during the absence of the President.

The following officers were elected to serve for the year 1932-33:

President - Mrs. Bessie W. Kibbe
California Division of Fish and Game

Vice-President- Mrs. M. E. Hanson
Pacific Gas and Electric Company

Secretary-Treasurer-
Miss Melissa Spear
U.S. Bureau of Mines

Member of Executive Board-
Miss Thelma Hoffman
Shell Development Company

The affairs of the chapter thus pass into excellent hands and the membership can look forward to a year of interest and attainment.

Annette Windele
President

BULLETIN

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Mrs. Bessie W. Kibbie, President,
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Mrs. Minnie Hanson,
Vice President and Editor
Pacific Gas & Electric Company
245 Market Street, San Francisco

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Customs House, San Francisco.

August 1932

The July meeting of the Special Libraries Association, held at the Garden Inn, was an open discussion. Problems and questions of various sorts were propounded and considered, for the most part by small groups.

The next meeting, August 18, 1932 will be a most interesting one at the Forest Service, Ferry Building, when Mr. W. I. Hutchinson (Ranger Bill of Radio fame) will give us a "Ranger Bill" talk and a showing of movies and slides on the wonder lands of California and "What Price Fire?" The California slides are a special treat and you are urged to attend.

We shall meet for dinner at the Pig'n Whistle, 621 Market Street, 6:00 P.M. promptly and adjourn from there to the Forest Service. Please phone dinner reservations by Tuesday, August 16th, to Miss Mary A. Taylor (Standard Oil Company) SUtter 7700 - Local 287.

Correction of an omission in July bulletin:

At the May, 1932 meeting, in addition to the officers listed at top of bulletin, Miss Thelma Hoffman was elected as member of the executive board.

PERIODICAL EXCHANGE

Wanted: By Pacific Gas and Electric Company.

The following issues of Industrial and Engineering Chemistry:

Vol. 16, No. 12, December 1924
Vol. 18, Nos. 1 & 12, Jan. and Dec. 1926.

Here's a piece of magic! Try it on your friends. Hand your friend a book and advise him or her to select any page - select any line within ten lines of top - select any word in said line - double number of page - Multiply by 5 - add 20 - add number of line - add 5 - multiply by 10 - add the number of word in line - subtract 250.

The resulting figure reading right to left gives word, line, page.

Member librarians are asked to send to Miss Laura Ferguson, 311 Customs House, short reviews of any new material which they have found particularly helpful and which is not reviewed in the regular channels or suggest material for reviewing by Miss Ferguson in her "Literature Reviews". Material should be mailed to Miss Ferguson by the last day of each month.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

BUSINESS STATISTICS - John R. Riggleman and Ira N. Frisbee. McGraw-Hill Book Co. 1932. A textbook on business statistics presented from the point of view of the business man who is to use the results of statistical work, rather than the point of view of the statistician. The first part of the book is an introduction to statistical methods. The second part covers a number of specialized fields of application, such as: business forecasting, budgeting, marketing analysis, and others.

THE HOLDING COMPANY - Its Public Significance and its Regulation. James C. Bonbright and Gardiner C. Means. McGraw-Hill Book Co. 1932. The authors discuss: Reasons why the holding company plays a dominent role in American business. Objects of the holding company: centralized control; unified financing; capital inflation; pyramided stock control. The holding company as an alternative to other forms of combination. The Industrial Holding Company: importance of anti-trust laws as determining the form of industrial combinations. The Public Utility Company - organization of the major companies. The Public Utility Holding Company - necessity of regulation. The Public Utility Company: existing and proposed regulation. The Railroad Holding Company: significance and types - legislation. The Bank Holding Company: difference between branch-banking systems and holding company systems; use of holding company as means of affiliating commercial banks with other types of business. Suits alleging mismanagement of subsidiaries by holding companies or parent companies. Interesting tables and charts are given, also a selected list of references on the holding company.

HOUSE MAGAZINE DIRECTORY - At the last meeting an inquiry was made regarding a list of house organs. A year or so ago Postage and The Mailbag, 68 - 35th St., Brooklyn, N. Y., printed its first annual Directory of House Magazines, price $3.00. This Directory was to list alphabetically all the known internal and external house publications in the U. S., giving the complete address, editor's name, class of business, circulation, etc. A classified index shows companies in the various trade fields who publish house magazines.

KEESING'S CONTEMPORARY ARCHIVES - Illustrated Diary of World Events, with index continually kept up-to-date, now available at the Mechanics Library. Data given chronologically, and completely indexed, references are given to previous reports so that information may be traced back. Information from July 1, 1931, through July 11, 1932, was available August 1, and current information is consigned about every ten days.

THE MAJOR RETAIL MARKETS OF THE UNITED STATES - A guide to more efficient distribution based on data of the Census of Distribution. Erwin, Wasey & Company, Inc. 1932. For each state and each of the 370 key city markets, three measures of market value have been established for each of the selected retail outlets. (1) A measure of the size of the market, with respect to the total United States sales. This is indicated both in dollars and as a percentage of total sales. (2) A measure of the value of the market, with respect to the state in which it is located. This is expressed as a percentage of total sales within the state. (3) A measure of the quality of the market. This is expressed in an index figure based on per capita expenditures. This valuable index not only shows the importance of each of these 370 cities as a trading area, but also serves as a measure of the standard of living of the inhabitants. Nine different types of outstanding retail outlets have been analyzed: grocery stores, drug stores, department stores, automotive dealers, tire and accessory dealers, variety stores, hardware stores, household utility dealers, lumber and building material dealers - these nine classifications comprise 50% of all retail sales, and by following the same method similar figures may be compiled for many other products.

REVENUE ACT OF 1932 - NEW PAMPHLETS:

Commercial and Financial Chronicle, June 11, 1932, Section 2, gives the complete Revenue Act of 1932.

The Crocker First Federal Trust Company, San Francisco, has issued a pamphlet, "Taxation Affecting Life Insurance". The Foreword states: "The Revenue Act of 1932 focuses attention, as never before, on the problems of taxation in relation to estate management, and the need for insurance in the solution of those problems". Part I discusses the importance of taxation in the field of life insurance; Part II explains life insurance trusts and taxation of such trusts; Part III explains effect of Federal income tax on life insurance generally; Part IV discusses taxation of life insurance proceeds under Federal estate tax law; Part V discusses taxation of life insurance by the States under their estate and inheritance tax laws. A summary of the additional estate tax and gift tax imposed under the Revenue Act of 1932, and the 1932 Federal income tax rates, is included. The booklet is in question and answer form, and is an authoritative guide to those who would know how life insurance is taxed.

Central Hanover Bank and Trust Company, New York City, has issued a card showing in concise form "How incomes and estates are taxed under the Revenue Act of 1932". Tables contrast the old and new estate taxes and income tax, and show the gift tax. For those interested, this is very convenient for desk use. Distributed free.

A BASIS FOR SUPERVISION OF INDUSTRIAL SALES PERSONNEL - U. S. Dept. of Commerce, Bureau of Foreign and Domestic Commerce. (Domestic Commerce Series No. 62) 1932 Price 10¢. A case study of the methods successfully used by a concern marketing products to industrial outlets. An analysis is given of the method of routing and scheduling industrial salesmen, and the control system for regulating industrial salesmen's calls.

THE OUTLOOK FOR TELEVISION - Orrin E. Dunlap, Jr. Harper & Bros. (49 East 33rd St., N.Y.) 1932. Sets forth et developments in television science and considers it's commercial and other possibilities. Includes the estimates of prominent men as to the possible uses of television for advertising and publications, for exploration, education, home and the theater.

H. W. WILSON "VERTICAL FILE SERVICE".

A new H. W. Wilson enterprise, "The Vertical File Service" is described in the Wilson Bulletin for March, 1932. This new plan proposes to list worth while pamphlets in a monthly catalog and to assist in their distribution to libraries. Entries will be made in the catalog under recommended subject heading, with information as to the distribution of free and other pamphlets. Printed order slips will be supplied, which may be sent to the Vertical File Service for forwarding to publishers .....
This service may enable libraries to check pamphlets which they might otherwise miss and to obtain helpful material for their vertical files. The plan is now in its experimental stage, and at present the subscription rate is one-half that of Readers' Guide. This may be a service worth watching. A sample copy of the monthly catalog of pamphlets may be seen by inquiring of Mrs. Carmody at the Mechanics Library, and members of the Association are urged to look this over so that the value of the service to our various libraries might be discussed at a future meeting.

B U L L E T I N

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245 Market Street, San Francisco

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Customs House, San Francisco.

September 1932

Our association was entertained in a most interesting way at the Forestry Service Library, on the evening of August 18th. Miss Moore showed us about the library and later Mr. Hutchinson presented a moving picture and slides of California scenery from Death Valley to Shasta - the two great extremes. Some of us didn't realize before how lovely California can be.

The September meeting will be a dinner one at the Garden Inn, 540 Sutter Street, at 6 P.M., Sept. 15. Dinner 50¢.

Miss Smith, librarian of the Berkeley Public Library will speak to us on "Recent Books". She has made some real discoveries and will share her secrets with us. Although it is September and may be lazy weather everyone is urged to come.

Phone reservations by Tuesday the 13th to Miss Taylor, SUtter 7700, Local 287 - San Francisco or Miss Reinau, OLympic 6100 - East Bay.

PERIODICAL EXCHANGES

For Sale: Commercial and financial chronicle - last 10 or 12 years - bound - reasonable price - Anyone interested communicate with Miss Keating, Berkeley Public Library.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

CREDIT DEPARTMENT SALESMANSHIP and Collection Psychology by John T. Bartlett and Charles M. Reed. Harper & Bros. 1932 While there are countless books on salesmanship of merchandise, a text book on salesmanship of credit service seems to be a new departure, and this one combines theory with outlines of plans and methods that have been successfully used. The following chapter headings will indicate the ground covered: the Credit Man, super-salesman; Credit salesmanship fundamentals; Salesmanship in credit interviews; Office conferences, adjustments; Selling new credit policies to the public; Collection salesmanship - contact and letters; Efficient credit service builds sales; Co-operation between credit and sales departments; the Methods of new account promotion; the Modern science of customer control; Installment sales promotion. At Business branch of San Francisco public library.

MOTOR FUELS IN FOREIGN COUNTRIES - Bureau of Foreign and Domestic Commerce, Trade Information Bulletin No. 805, July, 1932. Price 10¢. Contains reports of representatives of the Department of Commerce located in 50 foreign countries. Tells what percentage of the fuel-oil requirement of each region is produced locally; what attempts have been made to find substitutes and their success; what legislation has been passed or is proposed in the movement to promote the use of domestic products. At Bureau of Foreign and Domestic Commerce.

A PRIMER OF MONEY - Donald B. Woodward and Marc A. Rose, McGraw-Hill Book Co., Inc., New York. 1932. The book is in two parts. Part I - "The Story of Money" discusses the following subjects: Beginnings of Money; Monetary standards; Gold standard; Interest; the Rise of banking; Bank credit; Government; money and banking; Central banking; the Federal Reserve; Exchange; the Money Market. Part II deals with: Money Problems in the Modern World, chapter headings: Money and prices; Politics and money; Capitalism and modern business; Booms and depressions; Post-War troubles; Deposit-bank problems; Central-bank problems; New ideas; Managed money. At Business branch of San Francisco public library.

THE REAL TRUTH ABOUT SHORTSELLING - J. George Frederick, Business Course, Publishers - New York. 1932. Chapter Headings: The Myth of Short Selling's Economic Value; The Proved Failure of Short Selling as a "Cushion" or Stabilizer; How Predatory Short Selling Works; The Strategic Concentration of Short Selling; The Argument that History Shows the Wisdom of Unrestricted Short Selling; Is a Genuine Market possible with curbs on short selling; the Unsound Nature of short selling with borrowed stock; Side Lights on short selling; Specific Proposals for short selling reform; Details of Senator Capper's bills restricting short selling; Short Selling from the Stock Exchange's point of view. Interesting charts show: "The Real and Fancied Wealth and Income of the People of the United States from 1900 to 1931; indicating the tremendous estimated rise

in apparent values and prices and incomes following the war, and the drastic extent of this deflation; The Effect of volume of short interest upon specific leaders among stocks -- U. S. Steel, American Tel. & Tel., General Motors, Auburn, etc., indicating definite depressive effects; The Relation of the short selling volume to stock price trends, May-November, 1931. At the Business branch of San Francisco public library.

TUNG OIL - A discussion of the economic and commercial factors in the development of an American tung industry. Bureau of Foreign and Domestic Commerce, Trade Promotion Series No. 133, price 10¢, August, 1932. As much as $15,000,000 a year has been expended by the United States for supplies of tung oil from China. Irregular shipments, variance in quality, wide price fluctuations, and other handicaps associated with complete dependence upon a single foreign source turned the attention of industrial consumers to prospects of developing domestic production. The present status of American cultivation of the tung tree and oil expression is described in this 106 page monograph, which also notes plantings in other countries and covers in some detail Chinese production and export. At the Bureau of Foreign and Domestic Commerce.

THE UNITED STATES IN WORLD AFFAIRS - An Account of American Foreign Relations in 1931. Walter Lippmann in collaboration with William O. Scroggs. Published for the Council on Foreign Relations. Harper & Bros. 1932. Chapter headings: The Economic Depression - the Evolution of American Opinion prior to December 1930; The Doctrine of Self-Containment, the Seventy-first Congress; The Deepening Depression in the First Half of 1931; A Generalized View of the Effects of the Depression; Conditions in Latin America; Attempts at Economic Stabilization; Critical Developments in Central Europe; Conditions leading up to the Moratorium; A Respite from Reparations; The British Crisis; The American Crisis of October, 1931; The Hoover-Laval Conversations; Collaboration with Europe: Armaments and the League; The Manchurian Affair; and a carefully selected bibliography. At the Business branch of the San Francisco public library.

Industrial Relations Counselors, Inc., New York City has just issued a classified and annotated bibliography on JOB ANALYSIS and its allied activities. The foreword states that "the booklet has been issued due to the lack of any comprehensive bibliography in this field. Some 1,000 references were examined, of which more than 600 were eliminated as of relatively less value. While it was not possible to give full abstracts for all articles, the notes suggest their point of view". References are given under the following headings: History; objectives and results of job analysis; training and qualifications of the analyst; workers' participation in job study; technique; classifications and grading of occupations; job specifications and occupational descriptions; selected list providing a general survey of the subject of job analysis and its allied activities.-Available at Metropolitan Life Ins. Co. library.

BULLETIN

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Mrs. Bessie W. Kibbe, President,
California Division of Fish and Game
450 McAllister Street, San Francisco.

Mrs. Minnie Hanson
Vice President and Editor,
Pacific Gas and Electric Company
245 Market Street, San Francisco.

Miss Melissa Speer, Secretary-Treasurer,
United States Bureau of Mines
Customs House, San Francisco.

October 1932

At our September meeting on the evening of the 15th, Miss Smith of the Berkeley Public Library gave a most entertaining and interesting talk on some of the newer books. Her keen and appreciative point of view on book enjoyment sent us home, I am sure, with a desire to do more thoughtful reading.

The October meeting should be well attended, as all of us have worries over worn and dilapidated books. Come to the meeting and learn from Miss Gladys Stevens of Gaylord Bros., Stockton, how to take care of these. Miss Stevens will give a "Bookcraft" demonstration. Please bring worn books of different types for Miss Stevens to use as examples. This is her request.

TIME-- Oct. 20, 1932, 6 P. M.
PLACE- The MYRA, 270 Sutter Street.
COST-- Fifty cents.

Please phone reservations to Miss Reinau, Olympic 6100 or Miss Taylor, Sutter 7700.

In connection with care of books the following articles may be of interest

Preservation of book bindings, Science, 76:277, Sept. 13, 1932.

Preservation of old manuscripts, Science, 74:488, Nov. 13, 1931.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

ANALYZING OUR INDUSTRIES - Cecil Eaton Fraser and Georges F. Doriot, McGraw Hill Book Co. 1932. Subjects discussed: The Importance of Industrial Trends to the Investor and Business Executive; Analyzing an Industry; Automobiles; Motor Trucks and Busses; Rubber; Cotton Textiles; Woolens and Worsteds; Aviation; Machine Tools; Cooper; Iron and Steel; Cement; Paper; Farm Equipment; Bituminous Coal; Anthracite; Petroleum; the Future of our Industries. Available at Business branch of San Francisco public library.

CALIFORNIA; Van Tuyle System of Information. 1932. 263 pages indexed. Compiled and published by Bert Van Tuyle, P.O. Box 1725, Hollywood, Calif. Price $1.50. A collection of miscellaneous and useful information on California which is frequently requested; such as: auto camps; hotels; resorts of all types; fishing data; historical places; missions; mileage charts; wild flower information; location of towns and cities; toll bridges; national parks, monuments and forests; packers and guides; dude ranches; etc; as of April 1, 1932.

COMMERCE YEARBOOK, Volume I, U.S. Department of Commerce, 1932. Price $1.25. Official Review of American Business in 1931. The primary purpose of the Yearbook is to present in readily usable form essential data on all phases and all branches of trade and industry. In it are discussed the broad subjects of domestic and foreign trade, manufacturing, transportation, employment, finance and power, together with individual surveys of each major industry. In each instance, pertinent tables, charts and graphs accompany the discussion. The present volume contains 600 pages, is substantially bound and adequately indexed. Available at Bureau of Foreign and Domestic Commerce.

A NEW DEAL - Stuart Chase. 1932. Mr. Chase discusses: Purposes of an Economic System; the Rise and Fall of Laissez-Faire; Pioneers and Progress; the Roaring Twenties; Tailspin; Witch-Doctors and Surgeons; Dictatorship, Red and Black; the Third Road; Blue-Prints; Control from the Top; Changing a System. Mr. Chase's book has been reviewed through so many channels that further detail seems unnecessary. Available at Business Branch of San Francisco Public Library.

PATHWAYS BACK TO PROSPERITY - A Study of Defects in Our Social Machine and How to Mend Them. Charles Whiting Baker. Funk & Wagnalls. 1932. The author first gives a Summary for the Busy Reader, and then treats the following topics; Unemployment - a world menace; How far is the present depression merely a cyclical affair? The approaching end of the great reconstruction era: a new era dawns. Have we done well in mechanizing industry? Debts and credits and the world depression. The gold standard and international debts. Some results of the machine era seldom realized. The economic burdens of city life. Is it overproduction or underconsumption? Repairing the social machine: Capitalism versus Communism. Should we save or spend? Financing new enterprises as an outlet for idle capital. Charity versus unemployment insurance. Shorter working hours and employment conditions. Can we reestablish the small industry in the country towns? How far can wages be raised? World competition and tariffs. Should the standard of living be raised or lowered? An insurance policy for the

capitalistic system. Pathways back to prosperity. Available at the Business Branch of the San Francisco Public Library.

EMPLOYEES' SUGGESTION SYSTEMS. Policyholders Service Bureau, Metropolitan Life Insurance Company. 1932. This report describes employees' suggestion systems that have been set up and tells how they function. Data from more than 100 companies were analyzed. Adoption of employees' suggestion systems are reported to have resulted in such benefits as savings in operating costs, increased production, extension of business, improved operating methods, and better working conditions.

LEADERS AND PERIODS OF AMERICAN FINANCE - Theodore J. Grayson, published by John Wiley & Sons, Inc., N.Y 1932. Chapter headings: Colonial Finance; Robert Morris the Financier of the Revolution; Alexander Hamilton, Reconstruction after Revolution; Albert Gallatin--Republican Finance, Reduction of the National Debt, and Financial Provisions for the War of 1812; Stephen Girard--Rise of Private Finance and Foreign Trade; Land Speculation; John Jacob Astor--the Adventure of the Fur Trade; Madison, Hamilton, and the First National Bank; Andrew Jackson and Nicholas Biddle--the Fight over the Bank; Martin Van Buren and the Panic of 1837; Salmon P. Chase and Jay Cooke--Financing the Civil War; John Sherman--the Resumption of Specie Payments; the Tariff as an issue in the United States; Cornelius Vanderbilt--Master of Transportation; Jay Gould and the Age of Innocence; George Westinghouse--Engineer, Inventor, and Business Leader; Grover Cleveland and the Silver Problem; the Rise of the Packing Industry; Andrew Carnegie--the Kingdom of Steel; James J. Hill--Builder of the Northwest; the Career of Edward H. Harriman and its Effect on American Railway Finance; J. Pierpont Morgan; Elbert H. Gary--the Philosophy of Modern Business. Financial facts leavened by delightful character sketching combine to make this book so readable and so thoroughly worth reading that it is difficult to refrain from writing a sales blurb rather than an S.L.A. summary. Available at Business Branch of San Francisco Public Library.

PERSONNEL PROBLEMS - Methods of Analysis and Control. Felix E. Baridon and Earl H. Loomis. McGraw-Hill Book Co. 1931. The following subjects are considered: Personnel functions, discussing of general problem. Employment: knowledge of job requirements, labor market, selection and placement. Remuneration: evaluations, occupational wage surveys, rates, trends. Maintenance of working force. Employee progress, training, experience, follow-up of new employees, progress records, rating plans. Payment for absences, retirement. Health, safety and working environment, trend in hours of work: five day week. Employee relations: operating relations, employee services, general services, recreational activities, publications, thrift, promotion. Centralized personnel control. Company wage trends. The cost of living and wage rates. Occupational codes. Labor turnover problems. Census of employees. Available at Business Branch of the San Francisco Public Library.

POOR'S DESK MANUAL with Complete Bond and Stock Descriptions. 1932 July edition now available at the Business Branch of the S.F. Public Library.

PRACTICAL AIDS TO THE INDEPENDENT MERCHANT - U.S. Dept. of Commerce. 1932. Free. Practical business services offered by the U. S. Commerce Department to retailers, wholesalers and manufacturers as aids in the solution of marketing problems and the elimination of waste are described briefly, in a manner to facilitate their use by the average business man, in a new and completely revised edition, just issued. This brochure gives illustrations of the ways

in which newly developed marketing facts have been used to produce profits, and raises a number of questions which enter into efficient marketing programs. In separate sections are discussed the facts which have been developed to assist the distributor toward a better knowledge of costs and methods, better knowledge of markets, and other specialized marketing needs; and the way in which this information is made available is outlined. An up-to-date list of the Department's publications in the field of domestic trade, is included in the pamphlet. Available at Bureau of Foreign and Domestic Commerce.

RECOVERY - The Second Effort. Sir Arthur Salter. 1932. Century Co.N.Y. Part I - The Present Scene, chapters cover: Relapse and Recovery; the Passing of an Era--the competitive system in transition; Impoverishment amid Plenty; Confidence and Collapse - the World's Financial Crisis. Part II - Economic and Financial Reforms: Gold - the World's Monetary System; Good Lending and Bad - the World's credit system; Reparation and War Debts; Precept and Practice - Commercial Policy and Tariffs; The Good and Evil of Cartels; Safeguards of the Public Interest - Collective Leadership & Control. Part III - The Political Scene: Armaments and Alliances; Versailles & Geneva - a decade of treaty making; the way to security. Part IV - A Program of Action in Summary: First Aid Measures - the task of 1932; A New World Order - covering stable currency, a reformed and regulated credit system, stable and sane commercial policies.

WHAT WESTERN FARMERS ARE BUYING IN 1932 - Results of Market Survey among Farmers of Montana, Utah, Washington, Idaho, Oregon. Published by Members of The Associated Farm Papers, 625 Sharon Bldg., San Francisco. The first table gives the general division into which this farm income is divided, percentages being shown for 1929 on items such as food, clothing, feed, implements, health maintenance, insurance, electricity, fertilizers, etc. Values are given by states for each classification. Consumption estimates for 1932 are given for approximately 100 commodities, including automotive tires and accessories, building materials, chemicals, clothing, farm implements, foods, paints and varnishes, soaps and toilet articles, showing the demand for each product and for specific brands of each product.

BULLETIN

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Mrs. Bessie W. Kibbe, President
California Division of Fish and Game
430 McAllister Street, San Francisco.

Mrs. Minnie E. Hanson
Vice President and Editor
Pacific Cas and Electric Company
245 Market Street, San Francisco.

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Customs House, San Francisco.

November 1932

A most instructive and clear demonstration was given at our October meeting, by Miss Stevens of Gaylord Bros., on recasing and mending worn books. Miss Stevens' apt and skillful handling of this work made us feel that we should like to start to work on all the delapidated books in our various collections. We are most grateful to Miss Stevens for the time she has spent with us.

On the evening of November 17, we are to have a rare treat in the way of a visit to the Biology library of the University of California. There will be included visits to some of the laboratories and semi popular talks on the research work done.

Come one, come all ! for this is to be a most interesting evening with dinner at the Varsity, corner of Telegraph Ave. and Bancroft Way. San Francisco folk may take the 5:15 or 5:30 Key Route, Alcatraz local train, changing at Alcatraz and Shattuck Ave. and getting off at Bancroft and Telegraph, Dinner at 6 P. M. Cost 45 cents.

Phone reservations to Miss Taylor, Sutter 7700, local 287 or Miss Reinau, OL 6100.

PERIODICAL EXCHANGES

Very much wanted by Mrs. Kibbe, Fish and Game library, "Scientific monthly" Feb. 1931. Will be glad to pay for same.

NEWS NOTES

We are glad to announce some of the recent appointments made by the National Association among members of our own local group.

Miss Ophuels, Lane Medical Library, San Francisco, has been made President of the Special libraries section of the California library association, with Miss Hatch of the Metropolitan Life Insurance Co. library, as Secretary.

Miss Margaret Hatch has been appointed as a member of the Committee on cooperation in business library service.

Mr. Thomas Cowles has accepted the Vice Chairmanship of the Museum group. Also Mr. Cowles has been appointed a member of the Publications committee.

We welcome back Miss Melissa Speer from her month's vacation in Oklahoma.

Miss Mayden of the Bank of America is now on her vacation.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

A BASIS FOR ESTABLISHING INDUSTRIAL SALES TERRITORIES - Provides an Inexpensive Method for Quickly Establishing a Marketing Program. United States Department of Commerce, Domestic Commerce Series No. 60. 1932. Price 10¢. A condensed and simplified presentation of statistics and maps which discloses significant features regarding that portion of the industrial market accounted for by manufacturing establishments. Shows the county location of 75 per cent of all domestic manufacturing plants; the number of wage earners in them; the amount of wages paid; the cost of materials, containers, fuel, and purchase of electric energy in manufacturing establishments; the value of manufactured products; the value added by manufacture; and the rated capacity of power equipment. 72 pages. 21 maps. Available at Bureau of Foreign and Domestic Commerce.

CAUSES OF COMMERCIAL BANKRUPTCIES. A study conducted by the Department of Commerce in cooperation with the Institute of Human Relations and the Law School of Yale University. Domestic Commerce Series No. 69. September, 1932. Price 10¢. Outlines 570 cases occurring at Boston, Mass. Gives nature and characteristics of bankruptcies; personal data relative to commercial bankrupts; causes of bankruptcies; statistical material; shows defective business methods to be avoided by successful manufacturers and merchants. Available at Bureau of Foreign and Domestic Commerce.

THE CRISIS OF CAPITALISM IN AMERICA - M. J. Bonn. (Translated from the German by Winifred Ray - Introduction by George S. Counts.) The John Day Co., N.Y. 1932. Chapter Headings: The Boom; Gathering Clouds; the End of Permanent Prosperity; the Meaning of the Crisis; the Old Majic; the Crisis of Capitalism; the New Majic; Province of World. Professor Bonn is a German economist, who spent several years in the United States as a lecturer and exchange professor. While the portrait which he paints of us is not flattering it seems to be honest and impartial, and it certainly is revealing; moreover, the fact that it was not painted for our eyes adds something to its value - the volume appeared first in Germany and then in England. Available at Business branch of San Francisco public library.

FOREIGN GEOGRAPHIC NAMES. United States Geographic Board. 1932. Price 10¢. This report, which is the first publication relating wholly to foreign geographic names to be issued by the United States Geographic Board, has been prepared in response to an insistent demand by Government departments, and by private publishers, students, and business houses. Available at Bureau of Foreign and Domestic Commerce.

FEDERAL RELIEF PROGRAM - Reading List and Outline Prepared by Bank of America Library, San Francisco, September, 1932. Subjects dealt with: Hoover Eight-point Program; National Credit Corporation; Railroad Credit Corporation; Reconstruction Finance Corporation; Glass-Steagall Act; Home Loan Discount Banks; Emergency Relief and Construction Act of 1932;

Commodities Finance Corporation. This is an excellent piece of work, and a great time saver.

FUTURE TRADING - Commodity Markets in the United States. G. Wright Hoffman. University of Pennsylvania Press, Philadelphia. 1932. The author discusses: The Economic Position and Evolution of Future Trading; Future Trading in grain and provisions, cotton, coffee, sugar, cottonseed oil, flaxseed. Development since the World War. Future Contract and its use. The market structure: trading facilities; brokers and traders; organization and rules of Exchanges; trading procedure. Price aspects and problems of Future Trading; the price structure. Interrelation of Cash and Future prices. Market operations and their relation to future prices. Governmental regulations of Exchanges. Hedging. The Market making function. Summary and Outlook. Possible solutions to certain of the more important problems and matters of policy are suggested. Available at Business Branch of the San Francisco public library.

HIGH AND LOW FINANCIERS - Some Notorious Swindlers and Their Abuses of Our Modern Stock Selling System. Watson Washburn and Edmund S. De Long. The Bobbs Merrill Co., Indianapolis. 1932. The author states that during 1929 and 1930 temporary and permanent injunctions were obtained against approximately one thousand firms and individuals. Cases having criminal aspects were referred to the District Attorney of New York County and the United States Attorney. Although the prosecutions centered in New York the scope of the activities of those persons and firms with whom this book deals were usually nation wide. Some of these cases were prosecuted in 1931; others are still pending. Although the authors' purpose is primarily to throw light on the customary methods of swindlers they have deemed it necessary at times, for purposes of comparison, to mention and occasionally criticize the methods of legitimate dealers or financiers. Available at Business branch of the San Francisco public library.

PROPOSED CHANGES IN THE BANKING STRUCTURE - A Reading List of Books and Pamphlets. Bank Library Exhibit, American Bankers Association Convention, Los Angeles, October, 1932.

RADIO MARKETS OF THE WORLD, 1932. Bureau of Foreign and Domestic Commerce, Trade Promotion Series 136. Price 10¢. This publication covers broadcasting organizations and finance, broadcasting services, regulations, engineering developments, and radio markets, by countries arranged alphabetically. Available at San Francisco office, Buforcom.

WHY WE DON'T LIKE PEOPLE. (Works equally well in reverse.) Dr. Donald A. Laird. The Mohawk Press, N.Y. 1931. The author entitles his chapters: People We Like; Why we like some people and don't like others; basic types of personality; are women more unstable than men? Things which make us angry or afraid; suiting vocation to type or personality; traits of personality which build leadership; look to your personality! This book would seem to be especially helpful to personnel managers, in fact anyone interested in office management, and to those of us who come in daily contact with the general public. Available at Business branch of the San Francisco public library.

B U L L E T I N

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Vice President and Editor
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245 Market Street, San Francisco

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Customs House, San Francisco.

January, 1933

The last meeting of 1932 was a most interesting one, spent in the Biology library and laboratories of the University of California. Our hostess, Mrs. Abbott, had planned for us a tour of the laboratories with enlightening talks by various members of the staff on the experimental work done by them, and as a pleasant surprise at the end of the tour served us with cider and cookies. A delightful innovation, that!

Our last stop in Professor Kofoid's library was one which, I am sure, many of us would like to repeat at some future time and for a longer stay.

The January meeting will be a round table discussion. One feature will be a summary by Mrs. Kibbe, of the aims and work done, by the National Association. This should be interesting to us as we sometimes seem so far away from and out of touch with, the National Association and its doings.

Time - January 19, 1933, 6 P.M.
Place- The Myra-270 Sutter St.
Cost - Fifty cents.

Please phone reservations to Miss Reinan, Olympic 6100 or Miss Taylor, Sutter 7700, by Tuesday January 17.

PERIODICAL EXCHANGE

LIST OF PERIODICALS OFFERED BY SHELL OIL LIBRARY

ADVERTISING & SELLING-
Feb. 4, 18th, Mar. 4, 18th, Dec. 23, 1931. - May 26th, June 9th, 1932.
CALIFORNIA HIGHWAYS & PUBLIC WORKS-
May - Nov. 1929. Jan. & June 1930 missing. Oct. & Dec. 1931 missing.
CIVIL ENGINEERING-
Oct. 1930 - June 1931.
ELECTRICAL ENGINEERING-
Jan. -Aug. 1931
EXPORT TRADE & FINANCE.
May - Dec. 1931. Jan. Feb. June July & Aug. 1932.
HEAT ENGINEERING
Jan. July, Nov. 1930., Mar.-April, July-Sept. Dec. 1931. Jan.-Aug. 1932.
JOURNAL of the AMERICAN WELDING SOCIETY.
Jan.-April 1931, Aug. -Sept. Dec. 1931, Jan.-Aug. 1932.
GAS AGE RECORD-
May - Dec. 1930, Jan.-Dec. 1931.- B. F. 1932.
MARINE AGE
1930 & 1931 B.F.
MILITARY ENGINEER
1929, 1930, & 1931 B.F.
PACIFIC MUNICIPALITIES
1931.
PACIFIC BUILDER & ENGINEER
1930 B.F. Jan.-Dec. 1931. 1932 B.F.
PACIFIC PURCHASER
1930, 1931, 1932 B.F.
PACIFIC STREET & ROAD BUILDER
Jan.-Nov. 1931, Jan.-Sept. 1932.
PRINTED SALESMANSHIP
Dec. 1930, Feb., April-Aug. 1931. May 1932.
PURCHASING AGENT.
Aug. & Oct. 1930. May 1931. Feb. 1932.
PUBLIC WORKS
Jan.-Nov. 1931, Jan.-Dec. 1930.
SOUTHWEST BUILDER AND CONTRACTOR
1931 & 1932. B.F.
THE STABILIZER
Oct. 1931 - Sept. 1932
WASHINGTON PURCHASING AGENT & MANUFACTURER
1930, 1931, & 1932. B.F.
WESTERN HIGHWAYS BUILDER
Feb. June 1930, -- Jan. - Nov. 1931.
STEEL
1931, 1932 B.F.
OIL FIRED ENGINE
1929 Mar.-Aug.-Dec.
1930 Jan., Mar.-July

NEWS NOTES

As a matter of financial economy the council and trustees of the California Academy of Sciences have temporarily vacated the post of Assistant Librarian (in charge.) Thomas Cowles, who has held the position for the past four and-a-half years, will for the present continue his graduate studies in bibliography and the history of science at the University of California. Mr. Cowles has just been elected executive of the newly formed Singer History of Science Club at the University. On the 9th of January he gave an address at The Roxburgh Club of San Francisco, of which he is secretary, on "Dr. Henry Power, Disciple of Sir Thomas Browne." In between times he is compiling the survey of art and science museum libraries started by the Museum Group sometime ago, and is working on a manual on the organization and administration of groups and local chapters for the national publication committee. His Berkeley address is 2423 Blake Street.

The library of the Standard Oil Company is moving from its present location to more commodious quarters on the 10th floor. Good luck to them.

The sympathy of the association is extended to its President, Mrs. Kibbe, in the loss of her mother who passed away on December 26, 1932.

We also express sympathy to Miss Laura Ferguson whose mother is now critically ill.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

BOLSHEVISM, FASCISM, AND CAPITALISM - An Account of the Three Economic Systems by George S. Counts, Luigi Villari, Malcolm C. Rorty, Newton D. Baker, Yale University Press. 1932. The book covers: the Soviet Planning System and the Five-Year Plan by George S. Counts: The Economics of Fascism by Luigi Villari: The Economics of Capitalism by M. C. Rorty: and World Economic Planning by Newton D. Baker; followed by an interesting discussion in the form of questions and answers concerning all three systems. Available at the San Francisco public library.

CALIFORNIA BLUE BOOK - or State Roster. 1932. California State Printing Office, Sacramento. Price $3.00 (Compiled under the direction of Frank C. Jordan, Secretary of State.) The 1932 edition presents a more ambitious undertaking, in many respects, than any of the previous editions. A great deal of statistical material dealing with the resources of the State has been included. The wealth of California's products of the soil, its scenic grandeur, educational, industrial and recreational resources, and its stately buildings are pictorially set forth in some three hundred illustrations in the context allotted to the various counties. Available for reference at Business Branch of the San Francisco public library.

[illegible]

[illegible] Library [illegible] the Council for Progress of the [illegible] Society of Science were temporarily [illegible] the part of [illegible] in the country. Thomas Dudley, who has held the [illegible] for the past four [illegible] years, will [illegible] the library [illegible] [illegible] to [illegible] [illegible] [illegible]

COMMERCE REPORTS - Weekly Publication of Bureau of Foreign and Domestic Commerce - REVISED. Annual subscription price reduced from $4.00 to $1.50. Experience seems to indicate that what the average exporter wants in the way of a foreign-trade journal is one which will give him essential data of foreign markets without extraneous frills, therefore, lengthy feature articles and commodity sections have been eliminated. Following is the present content: cable and radio reviews of foreign markets; changes in foreign tariffs and trade regulations; foreign legislation affecting U.S. exporters; latest data on foreign credits and collections; notices of foreign trade opportunities. For the benefit of the busy executive, it is the intention to make more extensive use of graphs, such as those illustrating world commodity stocks, prices, and business indicators for the principal countries. Available at Bureau of Foreign and Domestic Commerce.

THE FEDERAL TRADE COMMISSION - An Experiment in the Control of Business. Thomas C. Blaisdell, Jr. 1932. An analysis of the Federal Trade Commission. The author attempts to show what the Commission has tried to do in maintaining competition and preventing unfair competition; points out where it has failed; what it has accomplished; and how its power has been curbed. Available from: Columbia University Press, 2960 Broadway, New York.

FOREIGN COMMERCE AND NAVIGATION OF THE UNITED STATES - Complete Statistical Record of U.S. Foreign Trade, Calendar Year 1931. Price $2.25. Among the important statistical tables presented in this volume are included the following: exports of domestic merchandise, by articles and countries; general imports of merchandise, by articles and countries; imports and exports of gold and silver, by countries and customs districts; imported merchandise entered for consumption, by articles, with rates of duty and amounts collected; Trade of the United States with the world, by countries and articles. Available at Bureau of Foreign and Domestic Commerce.

NATIONAL DIRECTORY OF COMMODITY SPECIFICATIONS - Classified and Alphabetical List and Brief Descriptions of Specifications of National Recognition. Miscellaneous Publication No. 130, Bureau of Standards, U. S. Dept. of Commerce. 1932. Price $1.75. This publication is a revised edition of the National Directory of Commodity Specifications, first published in 1925. In it will be found listed the standards and specifications of trade associations, technical societies, and organizations that are representative in a national way of industry or some branch of industry, as well as the standards and specifications of governmental agencies that represent the Federal Government as a whole. (This is a directory only - actual specifications are not given.) Available at Bureau of Foreign and Domestic Commerce.

TAXES. Regulations 42, relating to taxes on telegraph, telephone, radio, cable facilities, transportation of oil by pipe lines, safe deposit boxes, checks, etc., and electrical energy. Revised October, 1932. 40 pages. Treasury Dept., Bureau of Internal Revenue. Price 5¢.

THE TRAGEDY OF THE POUND. Paul Einzig. London. 1932. The author discusses: fundamental causes; return to pre-war parity; the rate of stabilization; international capital transfers; the "gold standard game"; direct causes; errors and omissions; the defence of sterling; the bank rate controversy; suspension of the gold standard; immediate effects; international effects; the dollar "crisis"; effect on world prices; sterling versus gold; f uture of the gold standard; future of the pound; political aspects. Available at Business Branch of the San Francisco public library.

WINDOW DISPLAY MANUAL, Jack T. Chord. 1932. A complete window display course including fundamentals and technique. Some of the topics covered are: types of windows; fixtures, lighting, group placement, merchandise accessories, the merchandise message, color in displays, backgrounds, showcards, and others. Profusely illustrated showing displays and construction of these displays. Available from: Display Publishing Company, Cincinnati, Ohio.

YOUR NEW INCOME TAX. John G. Herndon, Jr. 1932. Price $2.00
Explains clearly the provision of the new 1932 Act and gives illustrations as a guide in their application in figuring Income and Estate Taxes. Available at the Emporium Book Shop.

BULLETIN

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Miss Melissa Speer, Secretary-Treasurer,
United States Bureau of Mines,
Customs House, San Francisco.

February 1933

An interesting round table discussion on the National Special Libraries Association was held at the January meeting of our group. A closer contact between the National Association and the various local chapters is most desirable.

On February 16th we shall meet at the European Book Store where a real German dinner will be served to us. After the dinner we shall have as guest speaker a representative of the Metropolitan Life Insurance Company who will explain in detail the American Library Association Retirement plan. This plan is new and should be of interest to any librarian, special or public, since as we understand it any qualified member of the American Library Association may avail himself or herself of the privilege.

It is quite worth our while to become familiar with this matter and we make a special plea for a full attendance. Please phone reservations to Miss Reinau, Olympic 6100 or to Miss Taylor Sutter 7700, by Tuesday Feb. 14. It is IMPORTANT to make reservations as this dinner is to be prepared especially for our group.

Time– Feb. 16, 1933. 6 P. M.
Place– European Book Store, Arcade of Western women's club, 609 Sutter St., San Francisco.
Cost– Fifty cents.

Begin now to plan attendance at the Annual convention of the California library association to be held in Oakland, April 8,9,10 and 11, 1933.
Details in the March bulletin.

Literature review
Edited by Miss Helen Moore,
U. S. Forest service library.

GENERAL ENGINEERING HANDBOOK. Edited by Charles Edward O'Rourke McGraw Hill 1932.

This is a fundamental engineering handbook for ready reference of practicing engineers and students. Contents: Mathematical tables; units; weights and measures; engineering materials; mechanics; hydraulics; graphic statistics; stresses; steel and timber structures; concrete structures; foundations of surveying, mapping and leveling; railway location; highways; water supply, power and plants; electricity, power and distribution.

THE FANTASTIC CLAN, THE CACTUS FAMILY. By John James Thornber and Frances Bonker. The MacMillan Co.

A scientific, popularly written account of 75 species of cacti found in California and the Southwest, how and where they grow with complete cultural directions for handling them in in and out-of-door gardens. Many illustrations.

OUTPOST OF EMPIRE by Hubert Eugene Bolton. Alfred A. Knopf. 1932. The story of the founding of San Francisco by Juan Bautista de Anza who brought the colony who began the settlement of our city from Mexico across desert and past hostile Indians in the year 1775-1776. A thrilling dramatic story of hardship, bravery, and enduring courage. For twenty years Dr. Bolton, U. of C. professor, gathered material for this work, checking records and verifying his findings.

WOODSMAN'S MANUAL by Austin Cary 4th ed. 1932. Harvard University Press. Formerly printed under the title "Manual for Northern Woodsmen", this is a book that has been in use for 25 years by woodsmen, managers of forest property and students in forestry schools. It is clearly and simply written, making it valuable to both the technical man and the layman. The book treats: timber land surveying; the making of forest maps; surveying of wood and logs; timber estimating; reckoning the growth of timber; and an appendix containing volume and yield tables, mathematical tables, and scale rules.

FOREST MANAGEMENT by Herman H. Chapman.
J. B. Lyon & Co., Albany, New York 1932 Price $4.50
Concise conclusions are presented by Professor Chapman drawn from ripened experience thoroughly sensitive to the limitations of theory and peculiarly responsive to the demands of practice. It is valuable as a textbook and to anyone actually engaged in forestry and managing a forest.

Contents: The place of forest management in forestry; forest organization and forest regulation; timber sales, yield, area and volume, treating trees and forests, economics forestry, organization, land uses, regulation, development, timber sales, cutting cycles, and management plans.

CALIFORNIA STATE LABOR CAMPS by Rexford Black, California State Unemployment Commission San Francisco 1932. The unemployment relief plan whereby the State and the United States Forest Service cooperated in establishing labor camps, taking care of large numbers of men out of work met with such success that the work is being continued this year and more camps are being established. Mr. Black's report is a detailed discussion of this work.

B U L L E T I N

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

Mrs. Bessie W. Kibbe, President,
California Division of Fish & Game,
450 McAllister Street, San Francisco.

Mrs. Minnie Hanson,
Vice President and Editor,
Pacific Gas & Electric Company,
245 Market St., San Francisco.

Miss Melissa Speer, Secretary-Treasurer,
United States Bureau of Mines,
Customs House, San Francisco.

MARCH 1933.

A most interesting and pleasant meeting of our library group was held in February at the European Book Store with dinner served in the shop's tearoom. It was a pleasure to meet there and have the privilege of seeing and handling the lovely things to be found there.

The discussion of the Metropolitan Life Insurance Company plan for the A. L. A. retirement fund for librarians was in charge of Mrs. Riley of the Metropolitan Company. Much interest was shown by the group and Mrs. Riley made very clear the working of the plan which appears to be an attractive one. In this connection let us call to your attention an article in the Jan.-Feb. 1933, Special Libraries, "This insurance business of ours" by Daniel N. Handy, Page 5.

THERE WILL BE NO MARCH MEETING

B U T

Everyone is urged to attend as many as possible of the meetings of the California Library Association to be held in Oakland April 9, 10, 11, 12, 1933.

Participation of the San Francisco Special Libraries group in this annual meeting is in the form of an exhibit under the direction of Mrs. Caya.

As a representative of our group Mr. Thomas Cowles will speak, Tuesday afternoon April 11th, in a symposium on the various types of libraries.

A general announcement follows:

CALIFORNIA LIBRARY ASSOCIATION CONVENTION PLANS.

The California Library Association and affiliated organizations, including the Special Libraries Association of San Francisco, the California School Library Association, Northern and Southern Sections, and the County Librarians, will meet in annual convention in Oakland, April 9th to 12th, inclusive. Headquarters will be the Hotel Oakland.

All meetings of the C. L. A. will be held in the Hotel Oakland.

The School Librarians will meet at the Womens' Athletic Club for morning and afternoon sessions, and for luncheon Sunday, April 9th.

The County Librarians will meet at the Hotel Oakland the same day.

Sunday evening, April 9th, the C. L. A. will sponsor a joint meeting of all groups, named in honor of the other associations meeting at that time. The speakers will be Dr. Einar Jacobsen, Assistant Superintendent of Schools, Oakland, who will discuss the topic "What of Tomorrow?". He will be followed by Dr. Graham H. Stuart, professor of political science at Stanford University, and a director of the Hoover War Library.

Monday morning, April 10th, at 10 A.M. the business sessions of the C. L. A. will open and continue until 4 P.M., including an afternoon address by Dr. Leon Richardson, director of the Extension Division of the University of California.

The convention banquet and jinks will be held that evening in the Hotel Oakland ball-room at 7.

Tuesday morning the College and University Libraries Section will hold a separate meeting at 10; as will also the Municipal Libraries Section.

Library Trustees are planning a luncheon at the Hotel that noon.

The afternoon session will open with a symposium giving the response of various types of libraries to "The Challenge of the Times", the central theme of the convention. On this program the Special Libraries Association of San Francisco will be represented by Mr. Thomas Cowles, its past president.

At 3 P.M. Tuesday the convention will adjourn for a reception and tea at Mills College.

Tuesday evening April 11 dinners will be arranged by the alumni of the various library schools. The evening program following this will include a talk on "Trailing the Delinquent Book", by Mrs. Greenwade of the Oakland Library, and an illustrated lecture on selected aspects of "The Scientific Method in Criminal Investigation", by Edward Oscar Heinrich of Berkeley.

Wednesday morning April 12 will include various matters of business and the concluding address of the convention by Dr. Monroe E. Deutsch, vice president of the University of California, which will be in part a discussion of "the Old Humanities and the New World".

Wednesday afternoon will be devoted to visiting various libraries in the community and vicinity, and to a sight-seeing tour.

Much important business will come before the convention through the reports of its several committees, including the Committees on Annuities, Salaries, Indexing, Legislation, Certification and other subjects.

A novel feature of this convention will be a breakfast for all "junior members" of the California Library Association, Tuesday morning, April 11, at the Hotel Oakland.

All Special Librarians in San Francisco are urged to attend as many of the sessions of the convention as possible; particularly the opening session Sunday evening and the Tuesday afternoon symposium in which the Association is to be specially represented.

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News Notes

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We are glad to report that Miss Moore of the Forestry Service Library is now out of the hospital and having a needed rest at her home in Seattle.

Mrs. Bates of the University of California Economics Library is again ill and in a sanitorium. It is with deep regret that we make the announcement.

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Our treasurer Miss Speer wishes all members to be reminded that the Special Library Association dues are now payable - $1 associate membership, $5 including the Special Libraries magazine. These dues may be given to Miss Speer or sent directly to the National Association.

We shall be most glad to welcome as members any who have been interested in our association.

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L I T E R A T U R E

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DIRECTORY OF EMPLOYEE MAGAZINES - Thru the co-operation of hundreds of firms which publish employee magazines, the Library of the Metropolitan Life Insurance Company, N.Y., over a period of about ten years has been accumulating a comprehensive collection of this nature. Practically every type of business organization is represented among the house organs assembled. This directory of representative employee magazines thruout the U.S. comprises two lists: (1) By names of companies publishing the magazines (2) By names of publications. This directory might fill a need among special libraries needing at times to consult a list of house organs. This list is new, and is available on request from the Policyholders Service Bureau, Metropolitan Life Insurance Co., San Francisco.

INSURING THE ESSENTIALS, by Barbara Nachtrieb Armstrong - "In western civilization, the burden of support of persons who cannot maintain themselves is an unquestioned social obligation" states this new book which covers the progress of social insurance both in America and foreign countries during pre-war and post-war periods. The study includes workmens compensation, health insurance, old age and invalidity insurance and old-age pensions. This book is in the Mechanics Library.

B U L L E T I N

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California Division of Fish and Game,
450 McAllister Street, San Francisco.

Mrs. Minnie Hanson,
Vice President and Editor,
Pacific Gas & Electric Company,
245 Market Street, San Francisco.

Miss Melissa Speer, Secretary-Treasurer
United States Bureau of Mines
Custom House, San Francisco.

April 1933

The regular April meeting of the San Francisco Special Libraries Association will be a dinner meeting April 20, 1933, at the European Book Store.

As guest speaker we will have Mr. Hayden Hull of the analysis research department of the Bank of America. Mr. Hull will discuss "Panics" - past and present, their causes and results. We hope for a large attendance, for this is a most pertinent subject of vital interest to all of us.

We are glad to announce that the "Exhibit" prepared for the California Library Association convention by the Committee of San Francisco Special Librarians will be set up at this meeting. Don't miss seeing this most interesting and worth while display of Library methods, tools, and aids. It will bear reinspection by those who saw it at the convention and is an opportunity for those who were unable to be at the Oakland convention.

Don't forget!

Time: Thursday evening April 20 - 6 P. M.

Place: European Bookstore - Arcade of Western Women's Club, 609 Sutter Street, San Francisco.

Cost: 50 cents.

Also the nominating committee will present its report regarding officers for the year 1933-34.

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It is with pleasure that we announce the return of Miss Moore to the Forestry library after her recent illness.

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The following periodicals are to be had for the asking at Shell Oil Company library. Phone Miss Krisher, Exbrook 5400.

Aeronautic Review, 1929-1930
Air Transportation, 1929-1930
Airline Rates and Routes, 1929-1930
Airway Age, 1929-1930
American Institute of Electrical Engineers, 1929 complete, 1930
American Paint Journal, Jan. 1931 - Sept. 1931

California Oil World, 1932 complete

Industrial Digest, 1929-1930

National Aeronautic Magazine, 1930 complete 1931
National Petroleum News, 1932 complete

Oil Digest Review, Dec. 1930 - March 1931

Pacific Flyer, 1929-1930
Petroleum Age, 1932
Petroleum Engineer, 1932
Petroleum World, 1932

Railway Purchases Stores, 1929-1930
Refiner, 1932 complete

San Francisco Business, 1929-1930
Shipping Register, 1932 complete
Speed, 1930-1931

Western Truck Owner, 1927-1930

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

BOOK SHOPS - How to Run Them. Ruth Brown Park. Discusses the management and operation of book shops. Covers in detail: stocking the book shop; store arrangement; window display; advertising; accounts and records; the rental library; and other subjects.
Available from: R. R. Bowker Co., 62 W. 45th St., New York.

BUSINESS OPPORTUNITIES FOR WOMEN. Catharine Oglesby. Harper & Bros., New York. 1932. The author discusses: the technique of getting and keeping a job; opportunities in Advertising, Arts & Crafts, Communication and Transportation; Cosmetics, Finance, Fashion, Government, Journalism, Motion Pictures, Nutrition, Office work, Personnel work and Management, Selling, Social Service, Store, Part-time jobs, Professions, Opportunities for the Older Woman. This book should be helpful to any forward-looking gal who is interested in finding a job, or keeping and advancing in the one she has. Available at the San Francisco public library.

COMMERCE YEARBOOK 1932, Vol. II - Foreign Countries. Bureau of Foreign and Domestic Commerce, U.S.Dept. of Commerce. Price $1.25. The Official Sourcebook of Foreign Market Data. Latest available statistics on industry and trade in 75 foreign countries, with economic surveys of individual markets. Subjects covered - General review: Production, agricultural and industrial; Transportation; Labor conditions; Price movements; Public finance; Banking and private finance; Currency and exchange. Trade analyses: Exports and Imports over a long period; Exports and imports by principal commodities and countries; Trade with the United States. Comparative world statistics by countries: Area and population; Agriculture; Manufacturing; Transportation; Communications; Finance. Available at Bureau of Foreign and Domestic Commerce.

CONSTRUCTION INDUSTRY - Summary for the United States. Bureau of the Census, U.S. Dept. of Commerce. 1933. Price 20¢. This is the first census of the Construction industry. Data are presented on: total business done; expenditures for various materials; labor and wages; construction equipment owned; type of organization of construction companies; operating expenses; principal items of expenditure, etc. Statistics are presented for principal cities and for states. The data are presented in the hope of being of benefit to the industry and to concerns supplying materials and equipment for the construction industry. They show the demand and distribution of construction materials in various areas of the United States. Available from: Government Printing Office, Washington, D. C.

The Consumer - His Nature and His Changing Habits. Walter B. Pitkin. 1932. A study of the American consumer treated from the standpoint of the economist, psychologist, and business man. Some of the main topics discussed in detail include: how wealth accumulates and from wealth to spending; what we buy and what we would like to buy; factors limiting volume of consumption; classes of consumers; the war between maker and user. Figures are presented on incomes by income classes for the years 1928 to 1932. Available from: McGraw-Hill Book Co., Inc.

MARKET DEPLETION AND BALANCED VALUE EXCHANGE. Rex Dye. 1932. The first of a series of studies dealing with present business conditions. The author outlines a theory showing how certain fundamental economic and social forces, such as unbalanced values of exchange, inevitably cause "market depletion" or a condition of being unable to buy. Available from: Bureau of Applied Economics, 305 West Fort St., Detroit.

MANUFACTURING MARKET STATISTICS. U. S. Dept. of Commerce, Domestic Commerce Series No. 67. 1933 Price $1.00. A comprehensive presentation of census statistics assembled so as to be of practical use to manufacturers in analyzing and locating markets for commodities sold to other manufacturing establishments - the industrial market. It was compiled by the Bureau of Foreign and Domestic Commerce under the guidance of a committee composed of advertising and industrial executives. Supplies data for industrial sales corresponding somewhat to consumer market data published in "Consumer Market Statistics," the first supplement to the Commerce Department's "Market Data Handbook". Available at the Bureau of Foreign and Domestic Commerce.

QUANTITY AND COST BUDGETS FOR, Family of an Executive, Family of a Clerk, Family of a Wage Earner, Dependent Families or Children. Heller Committee for Research in Social Economics. 1933. Mimeographed. The budgets outlined show the costs of living in four social groups, and present a picture of spending habits. The purpose is to show ways of spending in a given area, typical of the period in which we are living. Data are based on interviews and cover a three-year period in San Francisco. A supplement contains details of the clothing budgets. Available from: Heller Committee for Research in Social Economics, University of California, Berkeley.

SAVINGS DEPOSITS AND DEPOSITORS, American Bankers Association. 1932. Figures show the savings deposits and depositors in banks and trust companies of the United States for the years 1927 and 1932, with a summary of the intervening years. Amounts of savings are given by States, and by sections of the country, for each type of bank. Percentage increases are charted from the year 1912. Available from: Savings Division, American Bankers Association, 110 East 42nd St., New York. (Not for general free distribution.)

THE SILVER MARKET - Herbert M. Bratter, Finance and Investment Division, Bureau of Foreign and Domestic Commerce. Trade Promotion Series No. 139. 1932. Price 10¢. Considerable material not available previously is included in this bulletin. It analyzes the world trade in silver; the organization of the market and determination of the price; the long-term trend in the price of silver; the position of the metal in the economic life of the United States, India, and China; silver and oriental purchasing power; and--of special interest recently--the outflow of gold from British India. Available at Bureau of Foreign and Domestic Commerce.

THE TELEPHONE AS AN AID TO INDUSTRIAL SELLING. Class & Industrial Marketing. 1932. Points out the possibilities of the telephone in helping the industrial sales manager and sales staff, and outlines fundamental principles which should be incorporated in a telephone sales campaign to achieve desired results. Actual results obtained in a number of establishments are given. (Not for general free distribution.)

Available from: Class & Industrial Marketing, 537 S. Dearborn St., Chicago.

WORLD ECONOMIC SURVEY, 1931-1932. League of Nations. Price $2.50. Discusses the fall in prices, the shrinkage of international trade, difficulties in balancing international accounts, changes in banking structure, wages and unemployment, public finance, and commercial policy.

B U L L E T I N

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Mrs. Minnie Hanson,
Vice President and Editor,
Pacific Gas & Electric Company,
245 Market St., San Francisco.

Miss Melissa Speer, Secretary-Treasurer,
United States Bureau of Mines,
Custom House, San Francisco.

May 1933

The April meeting of our Special Libraries group was a most interesting and profitable one. Mr. Hull of the Bank of America presented a very clear picture of the economic situation as it is and subsequent discussion brought forth varying points of new, with replies from Mr. Hull.

The May meeting will be held on the evening of Thursday, May 18th, at 6:00 P.M. Place - Crock of Gold, 116 Maiden Lane. Cost - 50¢.

This dinner will be especially prepared for us and all reservations made should be kept. Please phone reservations to Miss Taylor, Sutter 7700, or Miss Reinau, Olympic 6100.

As guest speaker we will have Mr. J. W. Quinn of the Shell Development Company, Emeryville, who will talk to us on "Ins and outs of broadcasting". Mr. Quinn has had much experience along this line and speaks whereof he knows.

A full attendance is desired because of the interesting talk in store for us and also because it is annual election time. The nominating committee places before us for approval the following for officers for the ensuing year:

President - - Miss Thelma Hoffman,
Shell Development Co., San Francisco.
Vice-President - Miss Nello Wilson,
San Francisco Stock Exchange,
Secretary-Treasurer- Miss Helen Moore,
U. S. Forest Service, San Francisco.
Member, Executive
Board - Miss Laura Ferguson,
U. S. Dept. of Commerce, San Francisco.

Committee: Mrs. Caya, Chairman
Mrs. Carmody
Miss Miller.

PERIODICAL DISCARDS

Call Shell Development Company, Emeryville, Olympic 6100.
Commerce reports, 1930-31; Survey of Current Business, (mo.) 1931; Monthly Summary of Foreign Commerce, 1930-31.

LITERATURE

Edited by Laura E. Ferguson,
Bureau of Foreign and Domestic Commerce,
United States Department of Commerce.

CAUSES OF BANKRUPTCY AMONG CONSUMERS. United States Department of Commerce, Domestic Commerce Series No. 82. April, 1933. Price 5¢. Contains facts from the first intensive study ever made of a large number of cases of bankruptcy among the following occupational groups: Managers, officials, sales employees, office employees, skilled and unskilled laborers. Conducted by the Department of Commerce in cooperation with the Institute of Human Relations and the Law School of Yale University. Answers such questions as: Why have consumer bankruptcies increased 414 per cent from 1920 to 1930? How much do creditors receive from bankrupt consumers? Are wage-earner bankruptcies preventable? Contains information dealing with the present bankruptcy problem and many other interesting subjects such as education, occupation, income, rent, automobile ownership, medical expenses, amount of employment, insurance carried, loan and finance company obligations. Available at the Bureau of Foreign and Domestic Commerce.

EUROPEAN SALES AREAS. United States Department of Commerce, Trade Promotion Series No. 143. 1933. Price 10¢. A permanent guide for the organization of a sales force in Europe. This publication is not intended as a market analysis, though economic characteristics of various areas are briefly reviewed. It indicates the best locations for general agents and sub-agents and answers such questions as these:--What other countries can be satisfactorily covered by an agency in Germany? Should the Scandinavian countries be included under a single agency? Can an agent in Vienna cover neighboring countries? What sub-agents should the Spanish office appoint? Can it handle the Portuguese market? Should Switzerland be included under Berlin or Paris? Commercial Languages: A guide to the best practice in European countries. Maps: Relative importance of agency seats and divisions of countries for sales purposes indicated. Travel time shown for all commercial centers. Available at the Bureau of Foreign and Domestic Commerce.

HOW TO DEVELOP YOUR PERSONALITY. Sadie Myers Shellow. 1932. Harper & Bros., N.Y. The author discusses: What is Personality? How judged; habit formation; what happens inside the nervous system; breaking a habit; how we talk; education and intelligence; improving our methods of thought; intelligence tests; emotions; interests; interests as a guide to vocations; social adaptation. Available at business branch of the San Francisco public library.

MODERN CONNECTORS FOR TIMBER CONSTRUCTION. National Committee on Wood Utilization, United States Department of Commerce. 1933. Price 15¢. A handbook for engineers, architects, and builders. Demonstrates the use of more than 60 types of modern connectors for timber construction which stengthen joints from four to eight times. Gives the results of tests of these connectors with American woods. Explains the application of this system to American construction practices. Available at the Bureau of Foreign and Domestic Commerce, San Francisco.

PROFITS FROM COST ANALYSIS IN PAINT DISTRIBUTION. U. S. Dept. of Commerce Domestic Commerce Series--No. 79. December, 1932, Price 5¢. In 1928 the Department of Commerce was asked by the National Association of Paint Distributors to conduct a survey of distribution costs and problems in the wholesale paint field. After results of this survey had been released to the trade the bureau received numerous letters from both manufacturers and distributors of paint commenting on the benefits derived from the application of the data and principles of that survey and others of similar character made by the bureau in the paint industry and other trades. New marketing programs and policies have been based upon these studies by individual firms in the paint trade and by paint trade associations. In order to obtain more definite information on what actually has been accomplished, this bureau has studied the work done along these lines by two representative paint manufacturers. This bulletin sets forth in detail the methods used by these two establishments and the results obtained. Available at Bureau of Foreign and Domestic Commerce.

SOCIAL CREDIT - David Warren Ryder. The San Francisco News published a series of twelve articles, beginning with the April 13 issue, on the "Douglas Plan." The complete file is available at business branch of the San Francisco public library.

A STUDY OF THE TOURIST IN NORTHERN AND CENTRAL CALIFORNIA, Californians Inc. (1932 28 pp. Mimeographed). A study of the tourist, summer and winter, and his relation to business and employment in central and northern California. Data cover: number of tourists; where they come from; makes of automobiles used; length of stay; daily expenditures; and employment resulting from tourist expenditures. Available from: Californians Inc., 703 Market St., San Francisco.

THE EUROPEAN CHEMICAL INDUSTRY IN 1932 - U. S. Dept. of Commerce. Trade Information Bulletin No. 813. April, 1933. Price 10¢. This bulletin reviews the chemical industries of 22 European countries and is published in lieu of separate bulletins on individual countries as has been the practice in other years. Available at Bureau of Foreign and Domestic Commerce.

THE VOLUNTARY CHAINS. American Institute of Food Distribution, Inc. 1933. Fourth in a series of reports on voluntary chains, based on a survey during 1932. The adjustments in relationships and methods which have appeared in the growth of these chains are discussed. Designed to help the wholesalers, retailers, brokers, manufacturers, and supply men in dealing with the voluntary chain movement. Tables show: Number of voluntary chain organizations and retail members; changes in number of types and geographical divisions; forms of advertising used; extent of private label lines used; savings in buying cooperatively items which they plan to add to present private label lines; and other data. Available from: American Institute of Food Distribution, Inc., 369 Lexington Ave., New York. Not for general free distribution.

WHAT BANKERS & TRUST MEN SHOULD KNOW ABOUT LIFE INSURANCE. Franklin W. Ganse. 1932. F. S. Crofts & Co., N.Y. The author treats: Life Insurance as a financial institution; special fields of life insurance service; life insurance needs of special interest to bankers and trust men; principles of life insurance; types of policies and settlement options; rates and dividends; incidents of ownership; supplementary contracts and annuities; payment of proceeds; lumpsums, policy options, insurance trusts; co-operation between life underwriters and trust men; making the trustee and beneficiary; supervision, organization and education; taxes on life insurance life insurance and protection. Available at business branch of the San Francisco public library.

Companion book follows:

WHAT A LIFE INSURANCE MAN SHOULD KNOW ABOUT TRUST BUSINESS. Gilbert Thomas Stephenson. 1932. F. S. Crofts & Co., N. Y. The author discusses: What trust business is; wills; trusts; principles of trusteeship; life insurance trusts; life insurance trust agreements; when life insurance should be trusted; personal services; analysis of estates; investment of trust funds; protection of trust estates; the price of trust service; tax features of life insurance trusts; general estate and trust estate; individual or corporate trustee or both? Available at business branch of the San Francisco public library.

WHO THEY ARE - WHAT THEY OWN - WHAT THEY PAY - ARE THEY BUYING NOW? R. L. Polk & Co. 1933. Survey report showing commodity ownership, buying habits and buying activity in Pittsburgh, Pa., Columbus, Ohio, and Fresno, Calif. Tabulations include: Number of families by income groups; number who have savings accounts; own radios; own electrical appliances; and the distribution in these homes of 15 magazines. Available from: Cosmopolitan Magazine, 57th Street and 8th Avenue, New York.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN JULY 1933

No. 1

President.....Miss Thelma Hoffman
Shell Chemical Co.
100 Bush Street

Vice-President and Editor....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street

Secretary and Treasurer.....Miss Helen Moore
United States Forest Service,
California Region
Ferry Building

JULY MEETING

Date: Thursday, July 20, 1933, 6:00 p. m.

Place: Crock of Gold, 116 Maiden Lane, San Francisco (Dinner 50¢)

Reservations: Reservations should be made through Miss Margaret M. Miller, SUtter 7700, Local 287, not later than Tuesday, July 18.

Topic: The meeting will be devoted to reports of retiring officers and committees, and to discussion of plans for the coming year.

REVIEW OF LAST MEETING

The last meeting of the Association was held on May 18, 1933. Mr. J. W. Quinn of Shell Development Company, Emeryville, gave an interesting and entertaining talk on broadcasting.

In the annual election, held at this meeting, the following officers were elected for the ensuing year: President, Miss Thelma Hoffman, Shell Chemical Co.; Vice-President and Editor, Miss Nello Wilson, San Francisco Stock Exchange; Secretary and Treasurer, Miss Helen Moore, United States Forest Service; Member of Executive Board, Miss Laura Ferguson, United States Bureau of Foreign and Domestic Commerce, Custom House.

CHAIRMEN OF COMMITTEES

Miss Hoffman has appointed the following Committee Chairmen:

Employment: Miss Margaret Hatch, Metropolitan Life Insurance Company, 600 Stockton Street, San Francisco.

Membership: Miss Katherine Reinau, Shell Development Company, Emeryville.

[illegible]

[illegible]

President ...	[illegible]
	[illegible]
	[illegible]
Vice-President and Secretary...	[illegible]
	[illegible]
	[illegible]
Secretary and Treasurer...	[illegible]
	[illegible]
	[illegible]
	[illegible]

[illegible]

Date Thursday, July 8th, 1915, 8.00 p. m.

Place Cross of Gold, 111 Market Lane, Port Theodore [illegible]

Refreshments Refreshments should be made between [illegible] Committee, Miller [illegible], Duval [illegible], Port Lafar Flower Committee, July 12

Topics The meeting will be devoted to progress of relief [illegible] and committees, and to discussion of plans for the coming year.

Minutes of the Meeting

The [illegible] meeting of the Association was held on May 16, 1915, at 8 P. M. [illegible] Presidence Gardner. Secretary [illegible] the minutes and motioned [illegible] be dispensed.

In the annual election, made at this meeting, the following officers were elected for the ensuing year: President, Miss Julia Dorman; Social Chairman, Mrs. Greenleaf and Quinn, Miss Hilda Wilson; Miss Florence Flood Hastings, Secretary and Treasurer, Miss Helen Moore, Trixie Graves Porter Secretary Pension of Executive Committee, Miss Dana Lorenzo, United States Bureau of Trade, Mr. Edward Gardner, Martha Evans.

Opinions of Committees

Miss Sutton has appointed the following Committees [illegible]

Publicity Miss Margaret Yates, Chairman; Miss Florence Morrow, Miss Grayson Stone, Miss Theodora.

Membership Miss Katherine Barnes, Miss Josephine Chapman, Chairman.

Program: Miss Margaret Miller, Standard Oil Company of California 225 Bush Street, San Francisco.

Publicity: Mr. William Wallace Vaughan, Oakland Tribune, Oakland.

Union List: Mrs. Agnes Reinero, Pacific Gas and Electric Company, 245 Market Street, San Francisco.

NOTES

At the April meeting of the California Academy of Sciences Miss Veronica J. Sexton was appointed to the position of Assistant Librarian (in charge) of the Academy's Library. Miss Sexton has invited members of the Association to visit the Academy and make use of the resources of the Library.

* * * *

Miss Anita Levy, Librarian on the Business Branch of the San Francisco Public Library in the Russ Building, will take a leave of absence for ten months, beginning September 1, 1933, to attend the Pratt Library School in Brooklyn, New York, where she will take the regular library school course.

INQUIRIES

The University of California Library is very eager to secure Volumes 1 and 2 of the United States Federal Reserve Board Bulletin. If any of the members of the Association has copies of these Bulletins which would be available to the University Library, or can suggest a source from which to obtain them, kindly communicate with Miss Ivander MacIver, Chief, Division of Serials and Exchanges, University of California Library, Berkeley.

* * * *

A research professor at the University of California has asked a member of the Association to outline comprehensive methods for the selection of technical books and the reviewing of technical periodical literature. One of our members has suggested the use of publishers' lists in the selection of books in a given science.

If you have worked out methods of covering thoroughly the literature on a specialized subject, will you send the Editor a brief note about your procedure?

* * * *

Pamphlet copies of the following Federal Statutes are available at the places listed:

(1) National Industrial Recovery Act--Wells Fargo Bk. & Union Tr. Co.
(2) Securities Act of 1933--San Francisco Stock Exchange, Department of Public Relations

* * * *

[illegible]

[illegible] [illegible] [illegible] [

Will members advise the Editor if they know where pamphlet copies of the following statutes may be secured:

1. National Emergency Banking Act
2. Banking Act of 1933
3. Emergency Farm Relief and Price Inflation Act
4. Abolition of Gold Clause Resolution
5. Farm Credit Act of 1933
6. Home Owners' Loan Act
7. Insurance Act of 1933
8. Emergency State Relief Act
9. Emergency Railroad Transportation Act

LITERATURE

Miss Laura E. Ferguson, of the Bureau of Foreign and Domestic Commerce, United States Department of Commerce, has submitted the following reviews:

BANKRUPTCY LAWS OF THE UNITED STATES (55th Congress, July 1, 1898, to 72nd Congress, March 3, 1933. 74 pages. Price 10¢.) A new compilation by Elmer E. Lewis, Superintendent of the House Document Room, which covers all laws relating to bankruptcy, including Public Law 420 passed at the last session of Congress, and gives the text of the law with definitions in the margin.

EMPLOYMENT AND WAGES IN THE RETAIL INDUSTRY, U. S. Dept. of Commerce, Bureau of the Census. 1933. Price 5¢. First nationwide study of retail employment, based on the Census of Distribution. Covers store operations for the calendar year 1929. Discusses: Kinds of retail workers and principal kinds of stores in which they are employed; differences between cities and States and reasons for these variations; wage costs in retail stores; variations of costs between different kinds of stores; seasonal variation of retail employment; average sales per retail employee; and comparison of wage costs between chains and independents. Distribution No. R-81. Available: Superintendent of Documents, Washington, D. C.

GUIDE TO BUSINESS FACTS AND FIGURES, Special Libraries Association. 1933. Lists statistical compilations, handbooks, indexes, glossaries and bibliographies of particular value to the business world. Material is indexed by subject, author, and title. Prices and addresses of the publishers making material available are given. Available from: Special Libraries Association, 345 Hudson St., New York.

NATIONAL INDUSTRIAL RECOVERY ACT--Its Relation to Trade Associations, John C. Gall and Noel Sargent. 1933. Discusses the National Industrial Recovery Act in relation to trade associations, and suggests what existing associations can do to aid recovery in their own industries. Also gives the essentials for setting up a trade association in any industry. Available from: National Ass'n of Manufacturers, 11 West 42nd St., New York.

Full measure service for Editor of Day Some state pioneers
supplies of the following materials may be secured:

1. National Emergency Banking Act
2. Banking Act of 1933
3. Emergency Farm Relief and Price Inflation Act
4. Abolition of Gold Clause Resolution
5. Farm Credit Act of 1933
6. Home Owners' Loan Act
7. Tennessee Valley Act of 1933
8. Emergency Share Relief Act
9. Securities National Transportation Act

[illegible]

Miss Laura E. Jackson, of the Bureau of Printing and Engraving
Commerce, United States Department of Commerce, has withdrawn for
[illegible] overseas.

[illegible] LAWS OF THE UNITED STATES [illegible] Congress, July 1, 1933-
[illegible] Congress, March 3, 1933. 74 pages. Price 10¢.] A non-complica-
tion of Elmer E. Lewis, Secretary-Secretary of the House Document Room,
noting covers all laws relating to emergency, including Public Law
[illegible] passed at the last session of Congress, and forms the text of the
laws with decisions in the margin.

[illegible] AS RANKS IN THE FEDERAL DISTRICT, U. S. Dept. of Commerce,
Bureau of the Census. 1933. Price 5¢. First publication study
of retail employment, based on the Census of Distribution. Covers
store operations for the calendar year 1929. Discussed: Kinds of
retail workers and principal kinds of stores in which they are em-
ployed; citizenship; colored; citizen and trades and trades for these
variations; wage rates in retail stores. Retailing is most primary
city-owned stores of stores, seasonal variation of retail employment;
average sales per retail worker; and concentration of wage rates.
[illegible] Superintendent of Documents, Washington, D. C.

GUIDE TO PUBLICITY RACKS AND TOURISM. Second Illinois Inspection,
1933. Illus statistical compilations, resources, industry, diversified
and distinctiveness of currently value to the business world. Mater-
ial is indexed by subject, author, and title. Printed and obtainable
at the publishers selling material available are given. Available
free. Special literature inquiries. 295 Madison Av., New York.

[illegible] INDUSTRIAL ASSOCIATE ACT--Its Relation to Trade Associations,
John D. Hall and Noel Sargent. 1933. Discusses the National Indus-
trial Recovery Act in relation to trade associations, and suggests
trade relative associations can do to aid recovery in their own
industries. Also gives two essentials for meeting of a trade asso-
ciation to any industry. Pamphlet type. National Assn of Manu-
facturers, 11 West 42nd St., New York.

A "MODEL CODE" FOR SELF-GOVERNING INDUSTRIES UNDER "THE NATIONAL INDUSTRIAL RECOVERY ACT," A. P. Haake. 1933. A preliminary outline of a "Code" designed to aid trade association executives in working out a code of fair competition for operating under the National Industrial Recovery Act. It is stated that a subsequent outline will be issued to meet any essential changes which might have been made in the Bill, which was pending in Congress when this was written. Available from: National Association of Manufacturers, Union Trust Bldg., Washington, D. C.

THE MONETARY USE OF SILVER IN 1933. U. S. Dept. of Commerce, Trade Promotion Series No. 149. April, 1933. Price 10¢. A strictly factual bulletin of particular timeliness, in view of the prominence lately assumed by silver in discussion of world currency. The subject is examined under four heads: Present legal status; possibility of increased use of silver without new legislation; attitude toward silver; present employment of silver. Briefly reviewed are such subjects as : Silver as a standard of value; silver as a medium of exchange; Silver as legal tender and subsidiary money; etc. Also, briefly surveyed is the position of silver in the countries throughout the world. Available at: Bureau of Foreign and Domestic Commerce.

PRICES, George F. Warren and Frank A. Pearson. 1933. A detailed analysis of prices, aimed to be of assistance in forecasting future prices. The subjects discussed include: Measures of value; production and prices; gold and prices; comparison of panics; silver; causes of inflation and deflation; wages; wealth and debts; prices of farm lands; price-supporting measures; history of prices in the United States; and the price outlook. Available from: John Wiley & Sons, Inc. 440 Fourth Ave., New York.

THE BALANCE OF INTERNATIONAL PAYMENTS OF THE UNITED STATES IN 1932. U. S. Dept. of Commerce. Trade Information Bulletin No. 814. June, 1933. Price 10¢. The items examined in this study include not only the so-called "visible" exports and imports but also those transactions coming under the head of "invisibles." In this latter class are short-term and long-term capital movements, tourist expenditures, immigrants' remittances, interest receipts, etc. A new feature included in the current bulletin is a summarization of annual balances from 1919 to date, together with summary tables. The data in the present study have obviously a direct bearing on currency stabilization and related problems. It is felt therefore that it is of more than usual significance at this time. Available at: Bureau of Foreign & Domestic Commerce.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN AUGUST 1933

President.....Miss Thelma Hoffman
Shell Chemical Co.
100 Bush Street
EXbrook 5400

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street
EXbrook 6533

Secretary and Treasurer.....Miss Helen Moore
United States Forest Service
Ferry Building
KEarny 5868

AUGUST MEETING

Date: Thursday, August 17, 1933, 6:00 p. m.

Place: Dinner - Women's City Club, 465 Post Street, San Francisco. Dinner 50 cents. Meet in lobby on first floor of Club.

Meeting - California Historical Society, Room 301, 609 Sutter Street, San Francisoo.

Reservations: Reservations should be made through Miss Margaret Miller, SUtter 7700 Local 287, not later than Wednesday, August 16, 1933.

Topic: Miss Dorothy Huggins and Miss Stella Huntington have arranged to show the rooms of the California Historical Society and will give a brief resume of the history and work of the Society.

Mr. Douglas S. Watson will talk on "Early San Francisco". Mr. Watson is well known for his studies in San Francisco history.

REVIEW OF LAST MEETING

The last meeting of the Association was held on July 20, 1933. The new president, Miss Thelma Hoffman, presided. Mrs. Bessie Kibbe, retiring president, and committee chairmen made reports on the activities of the Association during the year 1932 to 1933.

Miss Hoffman asked the newly appointed chairmen of committees to discuss with the members plans for work to be carried on during the next year.

NOTES FROM COMMITTEES

Employment: The current issue of "Special Libraries" contains the following written by President Mary Louise Alexander:

"Do we realize that the new National Industrial Recovery Act gives trade associations a responsibility hitherto undreamed of? If they are truly to represent their industries, they must have information; few of them have functioning special libraries and must organize them quickly. Special Libraries Association is the only existing group to help in this program."

Our local Association now has a list of the local trade associations recently compiled by the San Francisco Chamber of Commerce. At the last meeting it was suggested that a letter be sent to leading local trade associations calling their attention to the Special Libraries Association of San Francisco as a source for information on business subjects and on the organization of business information files and libraries.

Membership: There are a number of present members who are delinquent in the payment of dues. It is important that dues be paid promptly to maintain our standing in the national organization and to provide necessary income. Future issues of the Bulletin will be mailed only to members who have paid dues for the current year.

Program: Meetings of the Association during the coming year will be planned to include visits to special libraries, discussions of library aims and methods, and occasional lectures.

Publicity: After the lively discussion of planning publicity for business libraries by the local Association, it was interesting to note in the issue of "Special Libraries" coming a few days later that the national Association has this on its list as a vital need. President Mary Louise Alexander writes: "At my request, a writer, thoroughly in touch with informational needs in many fields, has presented a brief to our Association showing what Special Libraries Association might do to help business men and to make ourselves known to the world. He suggests (1) basic lists of books on all the important business and economic problems (2) reviews and opinions on new material (3) advice to corporations on organizing and operating small information files even before they can afford a librarian. All this material should appear regularly in the better trade magazines."

Doesn't this fit into our outline for local publicity?

Bulletin: An effort will be made to cover in the Monthly Bulletin the following subjects:

1. Notice of monthly meeting
2. Review of last meeting
3. Committee notes and reports
4. Personal notes and news
5. Miscellaneous information and inquiries

6. Descriptions of special libraries--All members are invited to submit to the editor reviews of their libraries, which will be published from time to time in the Bulletin and used by the Employment and Publicity Committees. It is suggested that three copies of such reports be sent in and that they include the following information:

a. Name of organization
b. Date library was established
c. Names of librarians
d. Address and nature of housing
e. Telephone number
f. Library hours
g. Functions of library
h. Persons or institutions to which resources of library are available
i. Names of a few typical books, periodicals, papers, etc. which the library keeps
j. Number of volumes

7. Literature--At the last meeting members considered and approved the following outline of information to be included in book reviews submitted for the Bulletin:

a. Name of library and librarian
b. Title of book and name of publisher
c. Subtitle of book
d. Name of author
e. Date of publication
f. Price of book
g. Local library at which available
f. Comment (limited to 25 words)

SANSOME STREET LIBRARIES

Federal Reserve Bank of San Francisco Library

Address: Sacramento and Sansome Streets, San Francisco

Telephone: SUtter 8420

Hours: 8:30 a. m. to 4:30 p. m.

Staff: Elizabeth H. Holden, Librarian
Irene M. Craviotto, Assistant and Research Librarian
Gertrude Laidlaw, Assistant

Established: September 1919

This is a reference library, and in general does not handle research problems. These are taken care of by the Division of Analysis and Research, with Miss Craviotto acting as the connecting link between the two departments.

The chief functions of the library aside from the routine care of books and periodicals, are the reading of newspapers and magazines, circulating of clippings and digests of material to the officers, and keeping track of banking and financial legislation pending before Congress and in State legislatures throughout the Twelfth Federal Reserve District.

The book collection consists of basic volumes on the Federal Reserve System, general banking, foreign exchange, currency, etc. Among the sixty-five periodicals on our list are five eastern and four local newspapers, the Acceptance Bulletin, American Bankers Association Journal, Annalist, Coast and Pacific Banker, Commerce Reports, Commercial and Financial Chronicle, London Economist, Pacific Rural Press, Iron Age, and other bank, trade and government reports.

The library is not open to the general public, but cooperates with all special libraries and extends use of its facilities to students or business men in search of material not generally available in public libraries. Except in rare cases, we do not lend material to individual outsiders. August 10, 1933

San Francisco Stock Exchange Institute Library

The San Francisco Stock Exchange Institute Library, one of the most complete financial libraries on the Pacific Coast, is located on the 12th floor of the Stock Exchange Building at 155 Sansome Street. It is operated under the supervision of Miss Grace Strobel, director of the Institute. Office hours are 9:00 a. m. to 5:15 p. m. from Monday to Friday inclusive; the telephone number is EXbrook 6552.

Library privileges are available to anyone interested, upon affiliation, with the Institute, for which membership dues are $2.00 semi-annually. Memberships may be taken out only in the names of individuals. Books circulate free-of-charge for periods of one or two weeks.

In addition to 750 volumes on finance, the library contains over 650 volumes of fiction, travels, biographies, and miscellaneous subjects.

Typical works found in the Institute library are:

FINANCIAL AND ECONOMIC

Berle and Means...THE MODERN CORPORATION AND PRIVATE PROPERTY.....1932
Rhea.....THE DOW THEORY.....1932
Lippman.....THE UNITED STATES IN WORLD AFFAIRS.....1933
Hoffman.....FUTURE TRADING UPON ORGANIZED COMMODITY MARKETS IN U.S..1932
Woodward and Rose.INFLATION.....1933
Tugwell.....INDUSTRIAL DISCIPLINE.....1933
Pearson and Warren..PRICES.....1933

MOODY'S, POOR'S, BUSINESS INDEX, AND INVESTOGRAPHS, statistical services; the WALL STREET JOURNAL and the Sunday edition of the NEW YORK TIMES, newspapers; FORTUNE, ANNALIST, BARRON'S, NATION, HARVARD BUSINESS REVIEW, YALE REVIEW, magazines.

RECREATIONAL

Villiers	GRAIN RACE	1933
Winter	RED VIRTUE	1933
Allen	ANTHONY ADVERSE	1933
Zweig	MARIE ANTOINETTE	1933
Fallada	LITTLE MAN, WHAT NOW?	1933
Crocker	CRUISE OF THE ZACA	1933
Aldington	ALL MEN ARE ENEMIES	1933
Coward	DESIGN FOR LIVING	1933
Sinclair	WILLIAM FOX	1933

A complete list of books in the library may be had upon request.

August 9, 1933

LITERATURE

BACON'S PUBLICITY MANUAL, R. H. Bacon & Co. 1933. A manual which covers the handling of editorial publicity on every type of product. Includes a directory of American and Canadian business and trade papers, classified by markets, with an analysis of the types of editorial material used by each publication. Each market classification is also discussed from the standpoint of editorial approach. Available from: R. H. Bacon & Co., 608 S. Dearborn St., Chicago. Not for general free distribution.

DEFAULT & ADJUSTMENT OF ARGENTINE DEBTS. 1890-1906. U. S. Dept. of Commerce. Trade Promotion Series No. 145. June, 1933. Price 10¢. This bulletin was conceived with the idea of giving bondholders, bondholders' protective committees and bankers the benefit of Argentina's experience in readjusting about $500,000,000 defaulted foreign (mostly British) bonds. The bulletin tells in narrative style the story of the borrowing and inflationary period, the culmination in default, and the long period of negotiation and readjustment. Available at: Bureau of Foreign and Domestic Commerce.

FAMOUS FIRST FACTS - A Record of First Happenings, Discoveries and Inventions in the United States, by Joseph Nathan Kane, published by the H. W. Wilson Co., N. Y., in April, 1933. This is an excellent publication, covering a wide range of subjects, and should be especially helpful to Advertising and Research people. Carries both Chronological and Geographical Index. Available at: Mechanics Library.

SURVEY OF SPENDING POWER, Sales Management. 1933. A study of the spending power of consumers in the United States, including breakdown of consumer income by industrial and farm groups, and per capita figure for each county. Shows also the percentage of the United States spending power in each county; 1932 retail sales by States, counties and cities; automobile registrations for 1932 by price groups; and estimated population in 1932. These data are presented alphabetically by States. This survey is the successor to a 1931 edition under the same title. Available from: Sales Management, 420 Lexington Ave., New York. Not for general free distribution.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN SEPTEMBER 1933

President.....Miss Thelma Hoffman
Shell Chemical Co.
100 Bush Street
EXbrook 5400

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street
EXbrook 6533

Secretary and Treasurer.....Miss Helen Moore
United States Forest Service
Ferry Building
KEarny 5868

SEPTEMBER MEETING

Date: Thursday, September 21, 1933, 6:00 p. m.

Place: Crock of Gold, 116 Maiden Lane, San Francisco. Dinner 60¢.

Reservations: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Tuesday, September 19, 1933.

Topic: Mr. Herbert F. Ormsby, Director of Research, California State Chamber of Commerce, will conduct an informal discussion and answer questions concerning the National Recovery Program. Mr. Ormsby is closely associated with the work of the N. R. A. in California.

NOTES FROM COMMITTEES

Employment: The Alameda County Civil Service Commission will hold an examination for Branch Library Assistant "A" (San Lorenzo District) on Friday, November 3, 1933. The last day for filing applications for the examination is Monday, October 30, 1933. The minimum requirements are that the applicant shall have had at least a high school education or its equivalent, and shall be a resident of San Lorenzo district or vicinity. The salary range is $62.50 to $80.00 per month. The Civil Service Commission is located at 829 Harrison Street, Oakland, California.

Membership: The Committee wishes to introduce a new member, Dr. Gertrude Zenzes of Isenberg and Zenzes, 361 Sutter Street, San Francisco, dealers in German and European books. Members will recall the pleasant dinner meetings held in the book shop when it was located in The Arcade of the Western Women's Club.

Dr. Zenzes was born in Germany. She studied in Berlin, Munich and Breslau. The subjects of her study were languages, philology, art and economics, in the last named of which she received the degree of doctor of philosophy in Breslau.

After attending a library school in Berlin, Dr. Zenzes was associated with the German Department of Foreign Affairs, castle ~~cartel~~ libraries dating from the 16th to 18th centuries and the library of the Province of Brandenburg in which Berlin situated. Dr. Zenzes was in charge of the library of the Hooper Foundation for medical research during the years 1929 and 1930. She was one of the founders of the Foreign Book Store, established in 1931, which is the only store on the pacific Coast dealing only in foreign books.

Program: The Committee would like to have suggestions from members as to meeting places. It is difficult to find desirable places offering dinner and room for 50¢.

Union Periodical List: The Committee still needs volunteer help in revising and completing the Union List. Assistance in reference work and typing will be greatly appreciated.

Recently the librarian of the State Mining Bureau referred a mining engineer, who was unable to find a certain periodical, to the Union List which is kept up-to-date in card form in Mrs. Caya's library. The periodical requested was listed as available at the Mechanics Mercantile Library of which the engineer was a member!

Bulletin: The Committee would appreciate receiving from each member at least one book review for each monthly bulletin, following the outline given in the August Bulletin. It has been suggested that each library submit a review of a book or an article pertaining to its special field which is considered to be of unusual interest and merit.

Please send this material at any time to Miss Laura Ferguson who edits the reviews for the Bulletin.

NEWS

Convention of Special Libraries Association: Representatives of local chapters of Special Libraries Association will hold a conference in Chicago from October 16 to October 18, 1933. Miss Dorothy Ferguson plans to be in Chicago at that time and will represent our chapter. Will any other members be able to attend the convention?

The general theme of the conference is "The Special Library's Part in a Century of Progress".

At the request of President Mary Louise Alexander, Miss Hoffman sent three scrapbooks of methods, used in the exhibit of our association at the convention of the California Library Association in April, 1933, and copies of the August Bulletin to be shown at the convention in Chicago.

Letter from Non-member: Miss Natalie Macrum, librarian of Fire Underwriters Association of the Pacific, has written in response to a request for a description of her library: "I am very pleased that you asked for this and I do hope that the librarians of the Association will feel free to call on me for any help that I might be able to give."

INQUIRIES

The United States Bureau of Mines, GArfield 3810, has requested for its files copies of Recent Articles on Petroleum and Allied Substances for March and July, 1928. Will any member who can furnish these publications communicate with the Bureau of Mines?

SPECIAL LIBRARIES

Metropolitan Life Insurance Company Library

Address: 600 Stockton Street, San Francisco

Telephone: DOuglas 7000

Hours: 9:00 a. m. to 4:30 p. m. Monday to Friday, inclusive

Librarian: Margaret Hatch

Established: August 1930

As far as we know, this is the only business reference library operated by a life insurance company in San Francisco.

Its book collection of around four hundred volumes includes the standard books on all phases of life insurance, life insurance statistical year books, proceedings of life insurance associations, and the text books recommended for students preparing for the Chartered Life Underwriter examinations. The field of public health and vital statistics is also covered.

About sixty current periodicals are received, including the leading national and Coast life insurance trade journals and public health and medical magazines.

A large pamphlet collection and a file of magazine abstracts on a wide variety of subjects pertaining to life insurance and public health round out the reference material.

The library maintains a daily magazine abstract service for company executives and a business reference service to furnish information needed by company departments in their work. The collection and services are for the use of all company employees.

The library also co-operates in the exchange of business information and material among other business libraries of the City and is used at times by outside students and business men needing special information in its field not available at other libraries.

Wells Fargo Bank & Union Trust Co. Library

Address: Market and Montgomery Streets, San Francisco

Telephone: SUtter 1500

Hours: 9:00 a. m. to 5:00 p. m.

Librarian: Hilda W. Palache

Established: June, 1930

The library is primarily for members of the staff but it may be used by outsiders for reference and, if necessary, material may be borrowed for a limited time. There are now about five hundred books, including the standard works on finance and economics as well as reference books. About fifty periodicals are on file and aside from those on financial subjects there are several of general interest. The library is widely used as reading room during the luncheon hours.

Little has been done as yet in the way of systematic clipping and and routing of magazines and newspaper articles.

Aside from the bank library, but also a part of it, is an insurance library for the use of the Life Underwriters of the San Francisco Bay Region, consisting of books on life insurance and related subjects, including those suggested for the Chartered Life Underwriters Examinations. There are also the leading periodicals on life insurance and the Diamond Life Bulletins, a service extensively used by those interested in life insurance.

Fire Underwriters Association of the Pacific Library

Address: 936 Merchants Exchange Bldg., San Francisco

Telephone: SUtter 8828

Hours: 9:00 a. m. to 4:30 p. m. Saturday, 9:00 a. m. to 12:00

Librarian: Natalie Macrum

Established: 1876

This library is used for research and reference in fire insurance. However, books on casualty and marine insurance are being added from time to time. The fire insurance extension courses of the Insurance Institute of America are offered under the auspices of the Association, as are also reading courses in casualty and marine insurance.

There are 3,935 books and pamphlets on the shelves. We subscribe to 26 fire insurance periodicals and 13 house organs are sent to the library regularly. Files of the proceedings of many insurance associations and institutes are kept up-to-date. The files of insurance codes and annual reports of the Pacific Coast states are practically complete.

The privilege of borrowing books is extended only to members of the

Association, either active or associate. The general public is welcome to use any material for reference at the library. However, we will gladly lend any material needed by special libraries.

Typical works in the library are:

Vance	Handbook of the Law of Insurance
Williams	The Fire Insurance Contract
Dana & Milne	Industrial Fire Hazards
Crobaugh	Handbook of Insurance
Kahler	Business Interruption Insurance
Brittingham	The Claim Agent and His Work
Hull	Casualty Insurance Accounting
Winter	Marine Insurance
Insurance Law Journal	Complete from Volume I
Insurance Digest	Complete from Volume I

LITERATURE

FOREIGN COMMERCE AND NAVIGATION OF THE UNITED STATES--1932. U. S. Department of Commerce. Released September, 1933. Price $2.00. Statistical record of United States foreign commerce, showing imports and exports of merchandise, by commodities, countries and customs districts, also imports and exports of gold and silver by countries, and by customs districts; number and tonnage of vessels entered and cleared in foreign trade; in-transit and transshipment trade; imported merchandise entered for consumption, by articles, with rates of duty and amounts of duty collected; drawback paid on exported articles; numerous interesting summary tables. All figures are for the calendar year 1932. Sales copies are available at the Bureau of Foreign and Domestic Commerce. Laura E. Ferguson, Librarian.

STATISTICAL YEARBOOK OF THE LEAGUE OF NATIONS 1932/33. Compiled and published by the League of Nations, Economic Intelligence Service. Price $2.00. Obtainable at Standard Oil Company of California Library. Statistics for the countries of the world on population, unemployment, agriculture, minerals, manufactures, commerce, shipping, public finance, currency, wages, cost of living and prices. Margaret Miller, Librarian.

ECONOMIC RECONSTRUCTION LEGISLATION OF 1933. Published by National Industrial Conference Board. Price $2.50 paper bound. This booklet contains the topical digest of the laws and the official text of the laws and covers legislation in all divisions. Thelma Hoffman, Librarian.

BIBLIOGRAPHERS' GLOSSARY OF FOREIGN WORDS AND PHRASES by Barbara Cowles. Published by R. R. Bowker Co., 62 West 45th St., New York. Price $2.00. An alphabet of terms in bibliographical and booktrade use compiled from twenty languages. This work has been compiled in an endeavor to combine in one alphabet a list of such foreign words and phrases as would aid a bibliographer in working in any of the twenty languages it covers Obtainable at Mechanics Mercantile Library, 403 C87, Catalog Room. Mrs. Carmody, Librarian.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN OCTOBER 1933

VOL. IV. NO. 4

President..... Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street
EXbrook 5400

Vice-President and Editor..... Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street
EXbrook 6533

Secretary and Treasurer..... Miss Katherine Reinau
Shell Oil Company
Emeryville
OLympic 6100

Member of Executive Committee..... Miss Laura Ferguson
and Assistant Editor U. S. Bureau of Foreign and Domestic Commerce
Custom House
DOuglas 2932

OCTOBER MEETING

Date: Thursday, October 19, 1933, 5:45 p. m.

Place: Dinner, Jamato Hotel, 717 California Street, San Francisco. Japanese dinner 65¢, to be served with Japanese ceremonies.

Meeting will be held in the Japanese Commercial Museum, 549 Market Street, San Francisco.

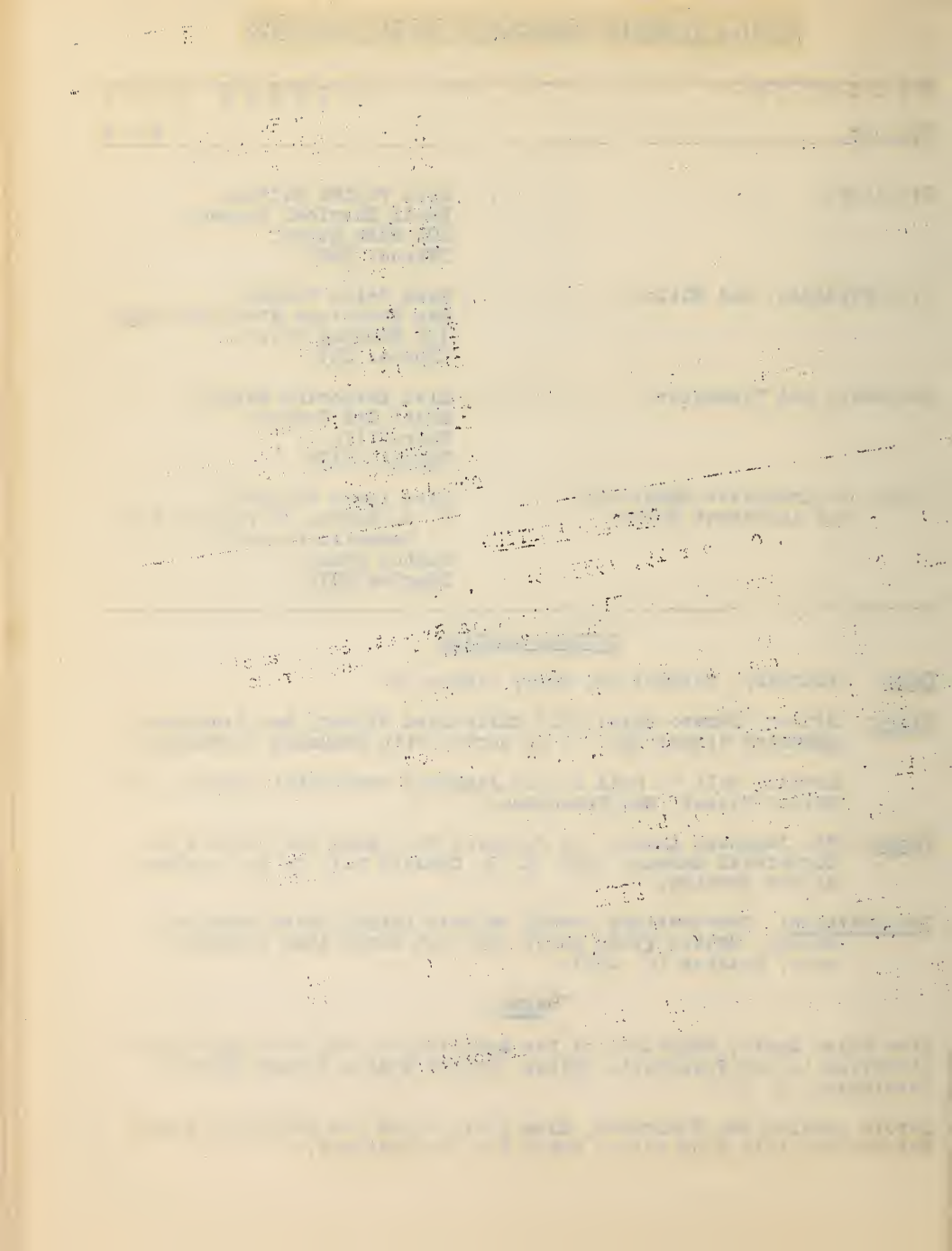
Topic: The Japanese Chamber of Commerce will show the members its Commercial Museum. Mrs. M. E. Cowdery will be the hostess of the evening.

Reservations: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Wednesday noon, October 18, 1933.

NEWS

Miss Helen Moore, Secretary of the Association, has been appointed Librarian in the Forester's Office, United States Forest Service, Washington, D. C.

Before leaving San Francisco, Miss Moore wrote the following letter for the Bulletin (the Editor asked for her history!):



"I was graduated in 1929 from the Library School of the University of Washington with a B. S. in Library Science degree. During College I did part time work in the University of Washington Library, Circulation Department. After graduation, I stayed on as Library Assistant in that department and took some graduate courses.

"In April, 1931 the U. S. Forest Service appointed me Reginnal Librarian in San Francisco, California.

"On October 1, 1933 the U. S. Forest Service promoted me to Librarian in the Forester's Office, U. S. Forest Service, Washington, D. C.

"I am leaving San Francisco on October 12, and will attend the American Library Association Meeing in Chicago enroute to Washington, D. C., where I will report for duty on October 23.

"I certainly appreciate the interest and good wishes of the San Francisco librarians."

Miss Hoffman has appointed Miss Katherine Reinau to succeed Miss Moore as Secretary of the Association.

Miss Angie Gilbert, Bolinas, California, has offered the Engineering Record, Volumes 62 to 74, to any library which can use them. All volumes are well bound. The only expense in securing the books would be the cost of transportation from Bolinas.

NOTES FROM COMMITTEES

Bulletin: The following system of numbering has been adopted for the monthly bulletins:

Volume I	January, 1930 to April, 1931
Volume II	July, 1931 to May, 1932
Volume III	July, 1932 to May, 1933
Volume IV	July, 1933 to ----

In Volume IV the bulletins have been numbered as follows:

July	Volume IV No. 1
August	Volume IV No. 2
September	Volume IV No. 3
October	Volume IV No. 4

Employment: The United States Civil Service Commission has announced the following examinations for librarians:

	Title	Annual Salary
1.	Junior Librarian	$2,000
2.	Library Assistant	$1,800
3.	Junior Library Assistant	$1,620
4.	Under Library Assistant	$1,440
5.	Minor Library Assistant	$1,260

Applications for the above named examinations must be on file with the United States Civil Service Commission, at Washington, D. C., not later than October 19, 1933.

6. Junior Librarian (Penal and Correctional Institutions) $2,000

Applications must be on file with the United States Civil Service Commission, at Washington, D. C., not later than November 2, 1933.

Membership: In order that the records of the Secretary and Membership Committee may be more complete, members are asked to mail the following information to Miss Katherine Reinau, Shell Oil Company, Emeryville, California:

1. Name of member
2. Name of library in which member works. (Please use official name of corporation or association.)
3. Business and home addresses.
4. Business and home telephone numbers

SPECIAL LIBRARIES OF OIL COMPANIES

Shell Chemical Company and Shell Development Company Head Office Libraries

Address: 100 Bush Street, San Francisco

Telephone: EXbrook 5400, Local 299.

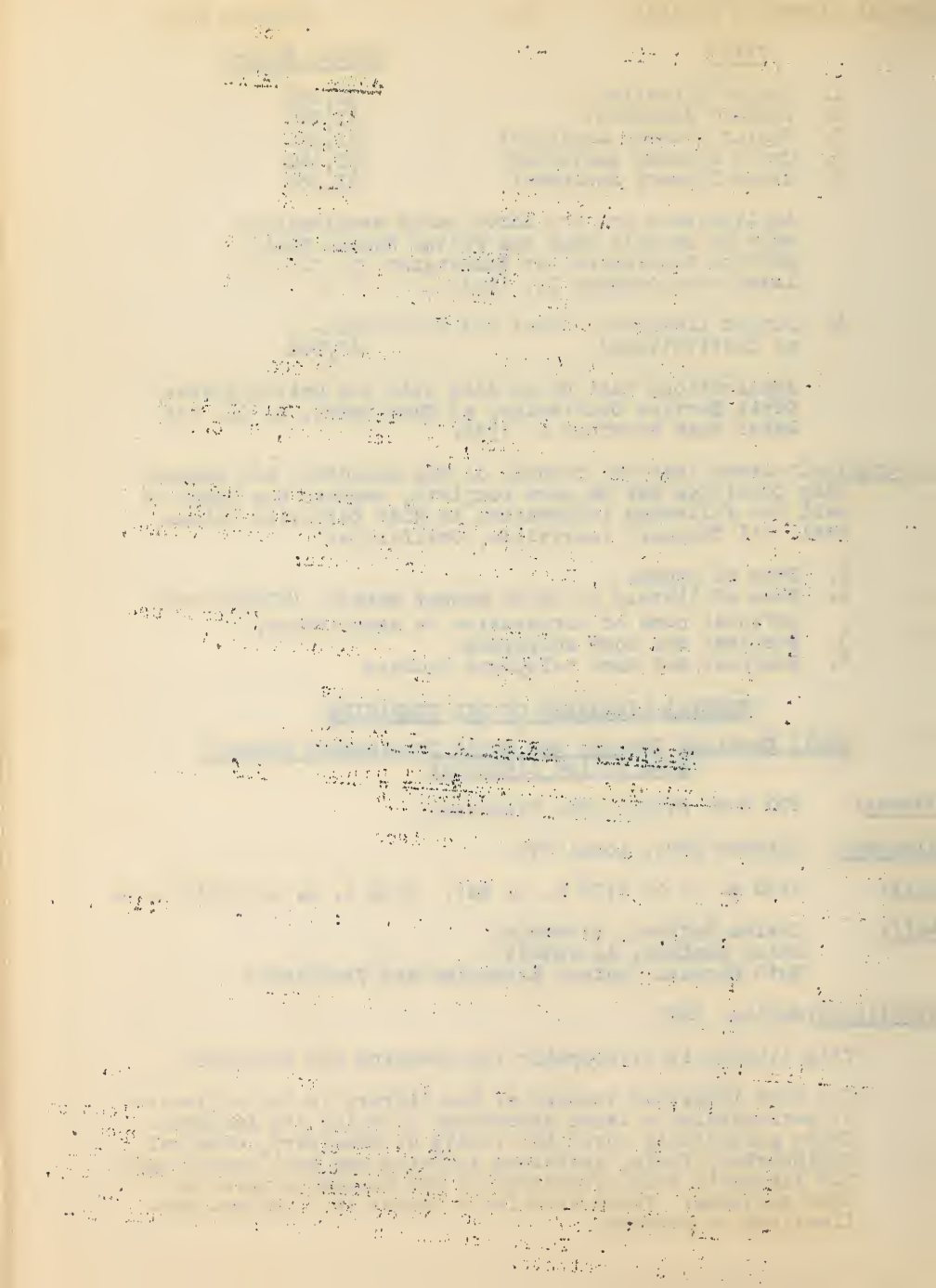
Hours: 8:30 a. m. to 5:00 p. m. Sat., 8:30 a. m. to 12:15 p. m.

Staff: Thelma Hoffman, Librarian
Daisy MacLean, Assistant
Ruth Parrish, Patent Librarian and Translator

Established: Spring, 1929

This library is principally for research and reference.

The most important feature of the library is its collection of periodicals, a large percentage of which are European. These periodicals cover the fields of chemistry, chemical engineering, fuels, petroleum refining and soil technology. The library's book collection of 300 volumes covers the same subjects. There are also a number of books and publications on patents.



The main part of the work in the library is the making of literature searches for chemists, engineers and members of the patent department. Articles of interest to members of the staff, appearing in current periodicals are indexed daily, furnishing a means of keeping track of the latest information.

The Patent Library is a separate unit and contains many thousands of domestic and foreign patents. English abstracts are made of all foreign patents on file. Many patent searches are conducted in this division.

The library is used by members of our Head Office staff in San Francisco and also by members of the staff at our Nitrogen Fixation Plant at Pittsburg, California.

The library also cooperates with other special libraries.

Shell Oil Company Library

Address: 100 Bush Street, San Francisco

Telephone: EXbrook 5400, Local 576

Hours: 8:30 a. m. to 5:00 p. m. Sat., 8:30 a. m. to 12:00 m.

Staff: John A. Dean, Librarian
Dorothy L. Krisher, Reference Librarian
Will T. Patton, Assistant

Established: July, 1919

This is a reference and research library for the use of employees of this and affiliated companies. The public and other libraries are welcome to use it for reference and some books and periodicals may be taken out. Besides collecting material and making bibliographies, special reports and studies are made for officials of the Shell companies.

There are about 1300 books in the library and 150 periodicals for the majority of which there are files of back numbers, are regularly received. Besides books on petroleum, natural gas, and directores of petroleum companies, there are general chemistry, physics, business, statistical and accounting books. Periodicals cover the field of petroleum and related subjects, advertising, automotive, building and general fields. There are about 5,000 photostats of magazine articles and miscellaneous pamphlets and reports.

The library maintains a daily newspaper clipping service for company executives and a monthly review of current petroleum and related literature. All periodical articles of interest to the company are indexed and available for quick use.

LITERATURE

Advertising and Selling

PRACTICAL ADVERTISING: Herbert Field King. 1933. The author discusses the fundamentals of advertising and places emphasis upon advertising as an integral part of the sales plan. The future of advertising is considered. Some of the points covered in detail are: Markets and distribution; markets and buying; groundwork for an advertising campaign; how and why people buy; media; space rates. D. Appleton and Company, 35 West 32nd Street, New York. Not for free distributim.

SALES OPPORTUNITIES, 1932-1933: HANDBOOK FOR SALESMEN: Issued by Curtis Publishing Co., Advertising Department, Crocker First National Bank Building, San Francisco. Complimentary. This booklet gives comparative purchasing power in states, counties, cities and towns of the United States. Information includes: circulation of Curtis publications; personal income tax returns; median home values and rentals; population. Colored maps of large cities indicate potential market districts. Margaret Hatch, Librarian.

Directories

ORGANIZATIONS IN THE FIELD OF PUBLIC ADMINISTRATION: A DIRECTORY. Issued by Public Administration Clearing House, 850 East 58th Street, Chicago, Illinois. October, 1932. Paper-bound, 203 pages. Complimentary. Available at the Metropolitan Life Insurance Company Library. This directory lists United States national, state and regional and Canadian organizations. A classification of national associations by fields of activity includes: aviation; building inspection; regulation of business; economic and industrial problems; fire protection; forestry; game and fish protection; highway construction and safety; library administration; oil conservation; personnel research; public administration and finance; public works; purchasing; safety; operation and regulation of utilities; weights and measures. Information given regarding these associations includes: name of secretary; address; membership; finances; activities; publications. Margaret Hatch, Librarian.

Government Publications

WEEKLY LIST OF SELECTED U. S. GOVERNMENT PUBLICATIONS. Published by Superintendent of Documents United States Government Printing Office, Washington, D. C. This weekly list will be sent free on request made to the Superintendent of Documents. Among the publications announced in the list issued September 13, 1933 are certain codes of Fair Competition (as submitted) and Guidebooks of the International Geological Congress. Bessie W. Kibbe, Librarian.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN VOL. IV — NOVEMBER 1933 NO. 5

President.....Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street
EXbrook 5400

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street
EXbrook 6533

Secretary and Treasurer.....Miss Katherine Reinau
Shell Development Company
53rd and Horton Streets
Emeryville
OLympic 6100

Member of Executive Committee and Assistant Editor.....Miss Laura Ferguson
U. S. Bureau of Foreign and Comestic Commerce
Custom House
DOuglas 2932

NOVEMBER MEETING

Date: Thursday, November 16, 1933, 6:00 p. m.

Place: Ritz French Restaurant, 65 Post Street, San Francisco. Dinner 60¢. A room has been reserved for the dinner and meeting of the Association.

Topic: Miss K. Dorothy Ferguson, who represented the Association at the S. L. A. Convention held in Chicago in October, will tell about the activities of the convention and will show pamphlets distributed to the persons who attended the meetings.

The Program Committee plans to open a "Library Methods Clinic" at this meeting. This project, mentioned at the last meeting, will have as one of its purposes the development of material for a publicity program concerning special libraries.

Reservations: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Wednesday at noon, November 15, 1933.

NEWS

Miss Anita Levy, who is attending the Pratt Library School in

Brooklyn, New York, has written us a note in which she says:

"I never worked so hard in my life, but I am very happy that I undertook the course.

"I do hope that I shall have time later on to attend a meeting of the New York Special Libraries Association. In the event that I can and do gather news of interest, I shall send you a brief account of it.

"We shall make a library visit to Boston in the Spring of 1934.

"I have often spoken of you and all members of my class know of the Special Libraries Association!"

NOTES FROM COMMITTEES

Executive: In each recent issue of Special Libraries President Mary Louise Alexander has emphasized the need for organized work to advance The Special Library. In the October 1933 number she said:

"I believe our needs fall under three major headings: (1) Raise the standards of the profession; (2) Initiate a publicity or educational program that will tell the world what special libraries are and can be; (3) Increase the number of special libraries."

Our local association through its committees is engaged in a number of projects related to these ends. The Executive Committee believes, however, that many individual members may have in mind some special work that they would like to do for the Association and suggests that these members bring their ideas to the attention of the Committee so that the cooperation of other members in carrying out the plans can be secured.

For example, one member has spoken of an interest in establishing a collection of announcements of library schools to be kept up to date from year to year. This and other work that would be useful to the Association can be accomplished by individuals with the sponsorship of the Executive Committee. We should have more "Committees of One!"

Program: The Committee feels that S. L. A. of San Francisco should be among the first of the local chapters to follow the suggestion in Special Libraries for September 1933 in regard to the organization of a "Methods Clinic", that is a systematic survey of the aims and methods of the special library.

This undertaking will be made a part of the Association's monthly programs this year. The work will be valuable to each member and will contribute to other projects of the local chapter, particularly to the publicity program by furnishing a comprehensive description of the special library.

Bulletin: The Committee intends to devote two pages in each monthly bulletin to book reviews. Every library is urged to contribute reviews or notes on sources of book reviews.

We have been considering the value and means of developing a classified file of book reviews and would appreciate comments from the members with respect to such a plan. Libraries dealing with the same subjects might cooperate in building up group files.

SPECIAL LIBRARIES OF OIL COMPANIES

Associated Oil Company Library

Address: 79 New Montgomery Street, San Francisco

Telephone: EXbrook 4800, Local 406

Hours: 8:20 a. m. to 1:00 p. m.; 2:00 p. m. to 5:00 p. m. (Closed Saturdays)

Librarian: W. E. White

Established: July 1928

The library furnishes technical books and information concerning the petroleum industry to our employees.

At the present time the library has about 2,500 books and bulletins on technical subjects classified as follows:

Accident	Economics	Legal
Accounting	Educational	Office Management
Advertising	Financial	Petroleum
Automotive	Health	Refining
Business	Industrial Relations	Safety
Chemistry	Salesmanship	Miscellaneous

There are also about 450 fiction, travel and historical books in the library.

Various magazines and publications of the federal and state governments and of other companies are received.

Following is a list of a few books which are in the library:

Subject	Title	Author
Accounting	Accounting: Theory and Practice	Koster
	Accounting for the Petroleum Industry	Marland & McKee
	Auditing: Theory and Practice	Montgomery
	Budget Control	McKinsey

Industrial Relations	Experiences in Efficiency	Franklin
	Psychology of Selecting Men	Laird
Legal	Elements of Business Law	Huffcut & Bagert
Petroleum	American Petroleum Industry	Bacon & Hammer
	American Refining	Bell
	Business of Oil Production	Johnson-Hertly
Marketing	Selection and Training of Salesmen	Kendgy & Yoakum
	Psychology of Selling and Advertising	Strong

The resources of the library are available to employees, friends and customers of the Company and other libraries.

Standard Oil Company of California Library

Address: 225 Bush Street, San Francisco

Telephone: SUtter 7700, Local 287

Hours: 8:30 a. m. to 5:00 p. m.
Saturday, 8:30 a. m. to 12:30 p. m.

Staff: Mary A. Taylor, Librarian
Margaret M. Miller, Research Librarian
Marjorie P. Madison, Assistant

Established: 1917

This is a reference library of general business and petroleum books, pamphlets and periodicals. It serves the employees of the Standard Oil Company of California in the Bay Region and to a lesser extent those on the Pacific Coast and in foreign countries.

The books and government documents number approximately 5,000 volumes. There are 300 periodicals received in the library and routed in the San Francisco office.

Articles appearing in periodicals which are not indexed by Industrial Arts Index or the Engineering Index are indexed in the library and filed by subject. Little newspaper clipping is done. The library issues bi-monthly a digest of petroleum literature under the title "Summaries of current articles and books". Reference work is concerned principally with engineering, sales and general economic subjects. Chemical and technical research is done in the Research and Development Library at the Company's refinery in Richmond.

The library cooperates with all special libraries of the vicinity in the exchange of information and is used occasionally by outside students and business men.

Standard Oil Company of California
Research and Development Library

Address: Richmond, California

Telephone: Richmond 480, Local 298

Hours: 8:00 a. m. to 5:00 p. m.

Staff:

J. F. Cassidy,	Librarian
G. R. Lagergreen,	Technical Assistant
L. N. Jacovleff,	Bibliographer
W. C. Bryant,	Periodicals
F. E. Loher,	Patent Classifier and Typist
Miss M. Crowley,	Patent Classifier and Typist

Established: 1921

This is fundamentally a research library dealing in petroleum chemistry and technology and allied sciences.

In addition to routing periodicals to individuals, a close scrutiny is made of the pertinent literature and patents of the important countries of the world and abstracts are made of the appraised material which are forwarded weekly throughout the Company to persons interested. Where necessary, and upon request, translations are made.

The library is not open to the general public, and only on rare occasions is material loaned outside the Company.

LITERATURE

Finance

THE LONDON GOLD MARKET. U. S. Bureau of Foreign and Domestic Commerce. Finance and Investment Division Circular No. 393, released September, 1933. Price 10¢. 16 pages. This circular contains information on the operation of the gold market. Topics discussed are: basis of the London price for gold; the principal buyers and sellers in London; size and fineness of bars; "British Standard" gold carats; Bank of England procedure; English mint procedure; how the price is fixed; the Gold Standard Act, 1925 and the Amendment, 1931; the law to enable the Bank of England to require sale of gold. Copies are available at Bureau of Foreign and Domestic Commerce, Custom House. Laura Ferguson, Librarian.

Industries

FACTS AND FIGURES OF THE AUTOMOBILE INDUSTRY. 1933 edition. Published by the National Automobile Chamber of Commerce, New York. Available at the Standard Oil Company of California Library. The book presents for reference new data on marketing, retail sales, motor taxation, highway development and financing, uses of motor vehicles, raw material purchases, registrations, production, sales and exports. Margaret Miller, Librarian.

STATISTICAL TABLES ON ALCOHOLIC BEVERAGES. U. S. Bureau of Foreign and Domestic Commerce, Foodstuffs Division, Special Report. Price 10¢. 21 pages. This is a report covering the number of plants and wage earners employed by the liquor industry 1904-1931, production 1912-1932, number of plants by states, production by states, quantities of grain and products used in production, apparent consumption in the United States 1912-1932, revenue (customs and internal) derived and foreign trade. Copies may be obtained at the Bureau of Foreign and Domestic Commerce, Custom House. Laura Ferguson, Librarian.

Personnel Administration

THE OLDER EMPLOYEE IN INDUSTRY. Issued by Policyholders Service Bureau, Metropolitan Life Insurance Company, San Francisco. 1933. Pamphlet, 30 pages. Complimentary. This study of the practices of a large number of manufacturing companies presents typical measures which American industry has introduced to prolong the period of employment of older employees. It contains a selected reading list on the older worker compiled by the Home Office Library of the Metropolitan Life Insurance Company. Margaret Hatch, Librarian.

Natural Science

AN INDEX TO THE GENERA AND SPECIES OF THE DIATOMACEAE AND THEIR SYNONYMS, 1816-1932. Frederick Wm. Mills. This index is the first which has appeared since 1897. It is issued in mimeograph (multitype) form to subscribers in Great Britain by the author (address - Woodford Hall, Milton Damerel, North Devon, England) and is supplied to foreign countries by Wheldon & Wesley, Ltd., London, at 10 shillings per part. The first part contains a bibliography of the most important treatises on diatoms and it is stated that the complete work contains more than 500 names of genera, probably 60,000 names of species and varieties and over half a million references. It represents an incredible amount of labor and will be of very great value to all diatomists. The arrangement is alphabetical for both genera and species. The work was first issued in May of 1933, and four parts of volume 1 have been received to date. Available at the California Academy of Sciences Library. Veronica J. Sexton, Assistant Librarian.

Merchandising

RETAIL CREDIT SURVEY. January - June 1933. U. S. Department of Commerce, Domestic Commerce Series No. 84. Released November 1933. Price 5¢. This bulletin covers: charge sales and losses; ratios of returned goods; extension of credit; due accounts; installment sales and losses; total sales. Types of stores covered: department; furniture; jewelry; men's clothing; shoe, women's specialty; electrical appliance; automobile accessory. Sales copies are available at the Bureau of Foreign and Domestic Commerce, Custom House. Laura E. Ferguson, Librarian.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN DECEMBER 1933
Vol. IV. NO. 6

DECEMBER MEETING

Date: Thursday, December 14, 1933, 6:00 o'clock p.m.

Place: Ritz French Restaurant, 65 Post Street, San Francisco. Dinner 60¢.

Speakers: Mr. George Millar, Jr., representative of the Rubber Manufacturers' Association.
Miss K. Dorothy Ferguson

Topics: Mr. Millar will speak on present day activities of national and local trade associations and of the opportunity for cooperation between special libraries and the trade associations. This was one of the principal topics discussed at the October convention of the national Special Libraries Association.

Miss Ferguson will report on the employment of librarians in connection with the program of the Civil Works Administration. Our association has requested assistance from the Civil Works Administration on some of its projects.

NOTES FROM COMMITTEES

Program: Although the Association does not meet as a rule in December, the Committee has called this meeting, believing that it is important that the members should consider immediately plans to provide temporary work for librarians under the Civil Works Administration and to sponsor the organization of new special libraries.

Employment: Miss Annette Windele has been chosen for a position in charge of the information files at the State Emergency Relief headquarters in San Francisco.

The Committee on Unemployment among Librarians of the California Library Association, District No. 1, is compiling a complete register of unemployed librarians in this district. The Employment Committee of Special Libraries Association of San Francisco submitted the names of sixteen librarians to be included in this register.

All of the registered librarians were notified by the C.L.A. Committee this week that the Civil Works Administration of the Federal Government has funds from which librarians may be employed in a temporary capacity until at least February 15, 1934.

All unemployed librarians are urged to register at one of the following agencies, according to their residence:

California State Employment Division,
709 Mission Street, San Francisco

State Free Employment Bureau,
519 19th Street, Oakland

State Free Employment Bureau,
2101½ Grove Street, Berkeley

Reservations: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N JANUARY 1934
VOL. IV NO. 7

President.....Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street, San Francisco
EXbrook 5400

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer;.....Miss Katharine Reinau
Shell Development Company
53rd and Horton, Emeryville
OLympic 6100

Member of Executive Committee.....Miss Laura Ferguson
and Assistant Editor
United States Bureau of Foreign
and Domestic Commerce
Custom House, San Francisco
DOuglas 2932

JANUARY MEETING

DATE: Thursday, January 19, 1934

PLACE: Dinner: Pete's Fashion French Restaurant, 416 13th Street, Oakland. 6.30 p.m. (The price of the dinner will be 60¢ or 75¢ and will be quoted when reservations are made.)

Meeting: Oakland Tribune, 13th and Franklin Streets, Oakland 7:30 p.m.

The Association has been invited to visit the Information Bureau of the Oakland Tribune, which is in charge of Miss Helen Wright, and the Oakland Tribune Library which is directed by Mr. William Wallace Vaughan.

DIRECTIONS: Take the Key Route Ferry to Oakland, transfer to the 12th Street Train and get off at 12th street and Broadway. Walk to 13th and Broadway, turn to right and walk one block to 416 13th Street. Boats leave the Ferry Building at 5:20 and 5:40 p.m.

RESERVATIONS: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Wednesday, January 18.

NEWS

Talk on Special Libraries. On the invitation of Mr. George Millar, Jr., representative of the Rubber Manufacturers Association, who was our speaker at the meeting held on December 14, 1933, Miss Hoffman asked Miss Margaret Hatch to give a talk on the functions and methods of special libraries at a meeting of the Council of Trade Association Executives on December 20, 1933. Following is a letter from Mr. Millar:

Miss Margaret Hatch December 26, 1933
Metropolitan Life Insurance Co.,
San Francsico, Calif.

Dear Miss Hatch-

I want to thank you for the very splendid talk you so kindly delivered to the Council of Trade Association Executives. You will be interested to know that one executive visited my office yesterday and stated that he felt that the dissemination of information, as outlined in your talk, is one of the most constructive moves that can be made by trade associations individually and as a group.

Please be assured that any members of your association are always welcome at our meetings and we hope that you and the members of your organization will take an active part in the future activities of the Council.

Civil Works Administration Projects Sponsored. The Association proposed two projects for librarians under the Federal Civil Works Administration, a survey of trade associations and the completion of the Union List of Periodicals, both of which were authorized and are now being conducted under the direction of the Association.

Miss K. Dorothy Ferguson is supervising the survey of trade associations which is being carried on by Mrs. Jeanette Stern, formerly librarian at Letterman General Hospital. Following is a report of the work which was begun on December 16, 1933:

When first planned the survey was to have covered San Francisco and the Bay Region, but as the work progressed it was found necessary to extend the territory to include all of Northern California. The present tendency in the trade association movement is to consolidate small local organizations into statewide or regional groups. The situation is changing from week to week and the survey is almost ahead of the movement. It is a timely project and attorneys, executive secretaries and managers of associations who have been interviewed feel that it is much needed.

The information being gathered includes: Name of Association, executive secretary or manager, address and telephone number, business represented, territory covered, meetings, publications, affiliations, facilities for research, where information files are kept, etc. Approximately 200 organizations will be listed. The project will last until February 15, 1934 by which time a list of associations of use to special librarians and research workers should be available.

Mrs. Agnes Reinero is directing the completion of the Association's Union List of Periodicals to which project were appointed Miss Helen McCoy, formerly in public Library work, and Mr. Ignatius Maguire, formerly librarian at the California Academy of Sciences and later in the departmental library of geology and biology of Princeton University Library. Miss McCoy and Mr. Maguire are now working at the library of the California Academy of Sciences which has the largest periodical collection to be listed.

Fellowshipand Scholarship Grants. The American Library Association, 520 North Michigan Avenue, Chicago, Illinois, has announced 1934-1935 fellowship and scholarship grants for the study of librarianship, under the provisions of a grant from the Carnegie Corporation of New York. Applications for grants covering the school year 1934-1935 should be filed with Mr. Harrison W. Craver, Engineering Societies Library, 29 West 39th Street, New York before February 1 1934. A copy of the announcement giving the required form of application for grants has been filed with the editor.

PUBLICATIONS REQUESTED AND OFFERED

A request for National Geographic Magazines for years prior to 1910 has been received. Full year volumes are preferred. Members who know where these magazines can be obtained are asked to advise the editor.

Miss Elizabeth Holden, Library of the Federal Reserve Bank of San Francisco, has offered to other libraries a broken file of the Monthly Reviews, 1924-1931 inclusive of Federal Reserve Banks in the following cities: Atlanta, Chicago, Cleveland, Dallas, Kansas City, Philadelphia, Richmond and San Francisco.

Miss Nello Wilson, San Francisco Stock Exchange, has extra copies, obtainable upon request, of annual reports of corporations whose securities are listed on the Exchange covering the years 1930, 1931 and 1932.

NOTES FROM OFFICERS AND COMMITTEES

Secretary. All members are requested to report to the Secretary before the January Meeting their present business and home addresses and telephone numbers so that a complete and accurate list of members can be published for the use of committees and individual members.

Employment Committee. Reports coming to the Committee indicate that all unemployed librarians in the Bay District who registered with the Association are now working under appointments of the Civil Works Administration with the exception of one or two who were ineligible on account of residence requirements. Almost all of the 12 eligible librarians are filling positions provided by the Berkeley, Oakland and San Francisco Public Libraries.

Miss Leila Lundy, formerly librarian of the Medical-Dental Library in Spokane, Washington, has been appointed under the Civil Works Administration to the United States Forest Service Library, which is now located at 85 Second Street, San Francisco.

Miss Margaret Rooney, who until recently was librarian at the Food Research Institute, Stanford University, has a permanent position with the Retail Meat Dealers Association in San Francisco, as secretary.

LIBRARY OF THE BUREAU OF PUBLIC ADMINISTRATION AND LIBRARY OF ECONOMIC RESEARCH

Address: 117 Library Building, University of California, Berkeley

Telephone: Ashbury 6000, Local 390

Hours:

Mondays to Fridays;	8:30 a.m. to 5 p.m.: 7 p.m. to 9 p.m.
Saturdays:	8:30 a.m. to 5 p.m.
Sundays:	1 p.m. to 5 p.m.
Summer and vacations:	8:30 a.m. to 5 p.m. (closed on Sundays)

Established: Library of Economic Research, 1918; Library of the Bureau of Public Administration, 1920; joined under one Librarian in 1926.

Staff: Anita Crellin, Librarian
Carol R. Cox
Peyton Hurt
Elsey Hurt

The library is the joint library of the Bureau of Public Administration and the Department of Economics of the University of California at Berkeley. It is a pamphlet, document and periodical collection, serving chiefly as a research and reference library in the fields of public administration and economics. The Library of the Bureau of Public Administration has been named as a depository for California material, official and unofficial, by the Social Science Research Council. The 1933 California Legislature passed A. B. 810, which makes the Bureau Library a depository for all printed county and municipal documents published in California.

A subject catalogue is maintained in which are entered not only cards for books and pamphlets but also cards for articles in some fifty periodicals which are regularly analyzed.

Notices are sent to members of the faculty concerning books which they may wish to order. Faculty members are also notified of the library's new pamphlets and periodical articles which refer to their fields of study.

The resources of the library are available to the faculty and students of the University and to others especially interested in public administration and economics. Material is not circulated outside the library except to members of the faculty.

No books are held by the library. Most of its pamphlets, documents and periodicals are not duplicated in the University Library. Among the magazines and papers received are: Municipal Finance; Public Management; Pacific Purchasor; Western Worker; Progressive Independent; California Retail Grocers Advocate; United Mine Workers Journal; Journal of the Electrical Workers and Operators.

Subjects on which the library has large collections of pamphlets are ; state finance, city planning, labor organizations, trade boards, unemployment relief, crime, police administration, public welfare, socialism, self-help organizations, National Recovery Administration.

Library of Bureau of Public Administration and Library of Economic Research, Cont'd.

The library has 60,000 pamphlets and regularly receives 16 newspapers, 247 serials and 120 government publications, not including annual reports.

LITERATURE

INFLATION: A SELECTED BIBLIOGRAPHY. October 1933. Published by the Bureau of Public Administration, University of California, Berkeley. Price, 25 cents.

GUARANTY OF BANK DEPOSITS AND THE FEDERAL DEPOSIT INSURANCE CORPORATION: A READING LIST. December 1, 1933. Published by the Bureau of Public Administration, University of California, Berkeley Price, 25 cents.

Note: The Bureau of Public Administration has announced that it expects to publish in the future a number of bibliographies covering relationships between government and industry. These bibliographies are to be sold at 25 cents to cover the cost of mimeographing.

MUNICIPAL ADMINISTRATION SERVICE: Miss K. Dorothy Ferguson has reported that the following publications of the Municipal Administration Service are held by the Bank of America Library:

The preparation of a long-term financial program, C. E. Rightor. Publication No. 5. 1927
The enforcement of real estate tax liens, Carl H. Chatters. Publication No. 10. 1928
The appraisal of urban land and buildings, Cuthbert E. Reeves. Publication No. 11 (2nd Edition) 1931
The administration of municipally owned utilities, Delos F. Wilcox. Publication No. 22. 1931.
The present financial status of 135 cities in the United States and Canada, Frederick L. Bird. Statistical Series. Publication No. 5. 1931.
Comparative tax rates of 290 cities, 1931, C. E. Rightor. Statistical Series Publication No. 6. 1931.
Comparative tax rates of 277 cities, 1932, C. E. Rightor. Statistical Series. Publication No. 8. 1932.

STATISTICAL ABSTRACT OF THE UNITED STATES 1933. Published by the U. S. Department of Commerce. Price $1.25. This annual volume is a convenient summary of authoratative statistics showing the trends in trade and industry as well as social progress and is extensively used by business men, economists, statisticians and students. Some of the statistical data included are: area and population; vital statistics; immigration and emigration; education; public lands; army, navy and civil service; national government finances; money and banking; business finance; prices; postal service; power, electric and other; public roads and other vehicles; transportation; waterways, water traffic and shipping; foreign commerce; irrigation and drainage; farms, general statistics; forest and forest products; manufactures. Sales copies are on order from the Government Printing Office and will be available at the Bureau of Foreign and Domestic Commerce, 311 Custom House, San Francisco.
Laura E. Ferguson, Librarian.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN
VOL. IV

FEBRUARY 1934
NO. 8

President.....Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street, San Francisco
EXbrook 5400

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
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Member of Executive Committee
and Assistant Editor.....Miss Laura Ferguson
United States Bureau of Foreign
and Domestic Commerce
Custom House, San Francisco
DOuglas 2932

FEBRUARY MEETING

DATE: Tuesday, February 20, 1934.

PLACE: Dinner: Ritz French Restaurant, 65 Post Street, San Francisco. 6 o'clock p.m. Dinner 60¢.

Meeting: Technical Book Company, 432 Market Street, San Francisco. 7:30 o'clock p.m.

Mr. P. R. Morrison will be host at the Technical Book Company, which has the largest stock of business, industrial, technical and scientific books on the Pacific Coast. The firm carries the publications of all outstanding publishers and has agents in New York, London, Paris, and Leipzig.

RESERVATIONS: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Monday, February 19, 1934.

NEWS

COURSE IN LIBRARIANSHIP. It is possible to have given upon request a brief course in bibliography and reference work by the University of California Extension Division, San Francisco, if an enrolment of 15 or more persons can be arranged. Any member who would like to enroll in a course of this kind, if it should be offered, is asked to communicate with the Editor immediately so that definite plans can be made with the University Extension Division.

It is interesting to note in the Supplementary Announcements of the University of California, January-May, 1934, that a new course in Librarianship is listed with Mr. Peyton Hurt as instructor. This is the first non-professional course which has been offered by the School of Librarianship at the University and is described as follows: "Instruction in the use of the indexes and guides to library materials with special emphasis on the needs of upper division and graduate students in the Social Sciences preparing term papers, seminar reports, and theses."

TRADE ASSOCIATION SURVEY. Miss K. Dorothy Ferguson has reported that a Preliminary Directory of Trade Associations, giving information compiled under the Civil Works Administration project mentioned in the January Bulletin, will be ready for distribution by February 20,1934. Copies may be obtained from Miss Ferguson at the Bank of America, No. 1 Powell Street, San Francisco, at a nominal cost (probably 25¢ per copy).

PUBLICATIONS OFFERED. Miss Margaret Hatch, Metropolitan Life Insurance Company Library, 600 Stockton Street, San Francisco, has offered other libraries the following magazines:

Annals American Academy of Political and Social Science 1932-33.

Nation's Business 1932.

Monthly Labor Review 1928-1932.

Inland Printer 1932.

Office Appliances 1932.

Commercial and Financial Chronicle 1933.

Poor's Public Utilities 1928.

NOTES FROM COMMITTEES

Bulletin. The Committee will be glad to receive from members for the section in the Bulletin on literature

(1) Bibliographies. Short bibliographies will be printed in full and references will be made to extensive studies. It is suggested that members send to the Editor any notes they may have from time to time on sources of printed information concerning subjects of general interest.

(2) Lists of the regular and occasional publications of the corporation or association with which the member is connected.

(3) Notes on publications dealing with libraries and librarianship.

It is the belief of the Committee that each item printed in the section on literature should be characterized by some degree of comprehensiveness. That is, if a source of information on a certain subject is to be reported, the memorandum for the Bulletin might be "rounded out" to cover "chief sources", "recommended sources" or "several sources" on that subject.

MEMBERSHIP: Associate Members dues for 1934 are now due and should be sent to the Secretary-Treasurer as soon as possible.

LITERATURE

SOURCES OF INFORMATION REGARDING GOVERNMENT PUBLICATIONS:

(1) MONTHLY CATALOGUE OF UNITED STATES PUBLIC DOCUMENTS. Issued by the U.S. Superintendent of Documents. Covers all publications of the Federal government. Individual issues have no index but must be checked by the issuing department or agency. The annual index is by author and subject. Free to public libraries upon application; subscription price 75¢ per year.

(2) MONTHLY CHECK-LIST OF STATE PUBLICATIONS. Issued by U.S.Superintendent of Documents, prepared by Library of Congress. A complete index to the publications of the various states, being a check-list of those received by the Library of Congress. Annual index. Subscription price $1.00 per year.

Note: The principal difficulty with the two above mentioned guides to government publications is that they are issued several months late so that one cannot use them for the very recent publications.

(3) PUBLIC AFFAIRS INFORMATION SERVICE. Published weekly and cumulated into annual volumes. Forms an up-to-date index to new government publications as well as to books, periodicals and pamphlets dealing with public affairs. It may be relied upon to list both Federal and State publications relating to economic, social and political affairs. Cooperatively published and sold at cost by Public Affairs Information Service, 11 West 40th Street, New York, N.Y.

(4) WEEKLY LIST OF SELECTED UNITED STATES GOVERNMENT PUBLICATIONS. Issued by the U. S. Superintendent of Documents. Arranged alphabetically by subjects with annotations and prices. Popular in nature. Free upon application.

(5) PRICE LISTS of Federal publications on special subjects are issued from time to time by the U. S. Superintendent of Documents. Free on application.

(6) NEWS NOTES OF CALIFORNIA LIBRARIES (Quarterly). Issued by California State Library. Lists California State Publications and California City Publications received by the California State Library.

(7) GENERAL WORKS ON GOVERNMENT PUBLICATIONS:

(a) BOYD, ANNE MORRIS. United States Government Publications as Sources of Information for Libraries. 329 p. N.Y., Wilson, 1931. $4.00.

(b) WYER, JAMES INGERSOLL. U. S. Government Documents, Federal, State and City. rev. ed. 56 p. Chicago, American Library Association, 1933. $0.50.

(c) WILCOX, JEROME KEAR. United States Reference Publications: A Guide to the Current Reference Publications of the Federal Government. 96 p. Boston, Faxon, 1931. $1.50.

(d) DESCRIPTIVE LIST FOR USE IN ACQUIRING AND DISCARDING UNITED STATES GOVERNMENT PERIODICAL MIMEOGRAPHED STATEMENTS. Compiled by the Bibliography Committee of the Financial Group of the Special Libraries Association, 1929. 76 p. (mim.)

READING LIST ON HOUSING. The following list of current articles on housing has been furnished by Miss Julia Harvey, Executive Secretary of the Girls' and Women's Housing Bureau of San Francisco:

COLLIER'S, February 3, 1934. John T. Flynn, Home Sweeter Home.

FORTUNE, February, 1934. State Housing: American Style.

HARPERS, February, 1934. Douglas Haskell, Houses Like Fords.

THE NATION, December 6, 1933. Katherine Amend, The Government Builds Houses.

THE NATION, December 27, 1933. Catherine Bauer, "Slum Clearing" or "Housing".

SURVEY GRAPHIC, January, 1934. Ralph Borsodi, Subsistence Homesteads.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N
VOL. IV

M A R C H 1934
NO. 9

President .....Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street, San Francisco
EXbrook 5400

Vice-President and Editor .....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer .....Miss Katharine Reinau
Shell Development Company
53rd and Horton, Emeryville
OLympic 6100

Member of Executive Committee
and Assistant Editor .....Miss Laura Ferguson
United States Bureau of Foreign
and Domestic Commerce
Custom House, San Francisco,
DOuglas 8324

MARCH MEETING

DATE: Thursday, March 15, 1934

PLACE: Foster and Orear, 216 Stockton Street, San Francisco
6:00 p. m. Dinner 50 cents.

TOPIC: Mr. Peyton Hurt, a member of the staff of the Library of the Bureau of Public Administration and the Library of Economic Research at the University of California, Berkeley, will discuss reference work in the fields of economics and public administration.

RESERVATIONS: Reservations should be made through Miss Margaret Miller, SUtter 7700, Local 287, not later than Wednesday, March 14.

BALLOT ON MONTHLY MEETING DATE

A form of ballot for the purpose of voting on a regular monthly meeting date is attached to this bulletin. Members are requested to express their preference for the third Tuesday or the third Thursday in each month and send the ballot promptly to the Secretary.

NEWS

PROPOSED BULLETIN OF THE NATIONAL ASSOCIATION. Miss Ruth Savord, Chairman of the Ways and Means Committee of Special Libraries Association has been appointed by President Mary Louise Alexander to develop a bulletin to be issued at regular intervals, devoted particularly to the activities of local chapters of the Association. Special Libraries Association of San Francisco has been asked to contribute to the bulletin. Miss Savord has suggested that reports be sent in on the following subjects:

(1) Outstanding programs and speakers.

(2) Special projects undertaken.

(3) New plans for increasing membership, obtaining publicity, sale of publications.

(4) New Library methods.

It is hoped that the new bulletin will be used as a forum for the discussion of problems. Members may send contributions to the new bulletin through the editor of our Monthly Bulletin.

COURSE IN LIBRARIANSHIP. The University of California Extension Division has replied as follows to our inquiry in regard to an Extension course in librarianship:

"Here is the information I have secured concerning the suggested course in bibliography and reference material for the members of the Special Libraries Association.

"Mr. Sydney Mitchell, head of the School of Librarianship at the University, suggests that the course be planned as thirty hours of instruction arranged as two hour meetings to be held once a week for fifteen weeks. The fee for a professional course of this length is $15.00 in addition to the usual registration fee of $1.00 for the academic year. If it seems preferable, we could arrange the payment of the fee in two parts.

"Mr. Mitchell emphasized that a course should be especially planned for your group with the greater part of the instruction devoted to your fields of interest. I hope that during this spring you will be able to recruit a group of fifteen or more and secure from them suggestions concerning their needs.

"Our fall schedule is usually planned during May and I will get in touch with you at that time.

Signed: Bernice Hubbard
Executive Secretary
Class Department"

All members who are interested in taking such a course should fill out the form attached to this bulletin and forward it to the editor as soon as possible. Later bulletins will carry reports on the progress of plans to organize this course for the 1934 fall semester of the Extension Division.

WESTERN CONFERENCE ON GOVERNMENT. The President has been invited to participate in the round table on Governmental Research at the Western Conference on Government to be held at the University of California, Berkeley, Friday, March 30, 1934. The Conference meetings are scheduled for March 28, 29 and 30, 1934.

Mr. Samuel C. May, General Chairman of the Local Arrangements Committee, has offered to distribute copies of a descriptive statement on the Special Libraries Association of San Francisco to members of the group on Governmental Research in advance of the meeting on March 30.

SPECIAL LIBRARY

SHELL DEVELOPMENT COMPANY

Address: 53rd and Horton, Emeryville. Phone: OLympic 6100

Hours: 8:30 a.m. to 5:00 p.m.
Saturdays - 8:30 a.m. to 12:00 noon.

Staff: Katherine Reinau - Librarian
Esther Laine
Hilga Bentsen Technical Assistants

The Shell Development Company is engaged on research and development problems connected with the petroleum industry, consequently the Library is primarily a collection of scientific and technical books, periodicals, pamphlets, patents, etc. A library bulletin of current literature is issued each week to the staff. Current literature, patents, Company reports, pamphlets and pertinent miscellaneous material are indexed and filed. The field of organic chemistry, especially the field of aliphatic chemistry, is particularly well covered.

There are approximately 2,500 books, including many sets of bound volumes and the usual standard reference treatises. A collection of patents relating to subjects of immediate interest to the staff is kept, in addition to the more general collection maintained by the Patent Department in San Francisco. Over 100 periodicals are received regularly, a subsidiary department handles all photostat, blue printing and photographic work.

The Library is not open to the general public, though the Company is always glad to extend the courtesy of its facilities in special cases where it has material not available in general libraries.

LITERATURE

THE MEASUREMENT OF AMERICAN WEALTH. Robert R. Doane. 1933. Price $4.00. Harper & Bros. 49 East 33rd Street, New York City. Presents data on American wealth from 1860 to 1933 with estimates by the author covering income, expenditures, profits, losses, debts and savings, classified by American producers, consumers and institutions. The figures presented show the effects of the depression upon the volume of consumption, credit stringencies, the burden of public and private debt and related influences. (Laura Ferguson)

THE PERSONAL FINANCE BUSINESS. M. R. Neifeld. 1933. Price $5.00. Harper & Bros., 49 East 33rd Street, New York City. The writer, statistician for a large personal loan organization (Beneficial Management Corporation) analyzes the personal finance business in detail, showing the types of organizations operating and the volume of credit extended by each, the need for such agencies, the characteristics of borrowers, costs of such financing, social aspects of the business, public attitude toward these finance companies and related information. The statistical study is more complete than has been available previously in this field. (Laura Ferguson)

NEW YORK STOCK EXCHANGE YEAR BOOK 1932-1933. Compiled and published by and obtainable from the Committee on Publicity of the New York Stock Exchange. Issued January, 1934. Among the subjects covered are: Names of officers and members of committees; chronology of the New York Stock Exchange; statistics on membership and personnel; list of Better Business Bureaus with their addresses and the names of managers; list of State Securities Commissions with their addresses and the names of commissioners; statistics on

(1) call money rates on the New York Stock Exchange May 1919 to Dec. 1933.

(2) New York Stock Exchange member borrowings Oct. 1918 to Jan. 1934.

(3) short interest May 25, 1931 to Dec. 30, 1933.

(4) comparison of insolvencies of New York Stock Exchange Members, all U. S. Banks, national banks and commercial houses, 1900- 1932.

(5) monthly totals of listed stocks Jan. 1, 1925 to Jan. 1, 1934, giving number of issues, number of shares, market value of shares and average market price per share.

(6) monthly totals of all listed bonds, Jan. 1, 1925 to Jan. 1, 1934 covering face value, market value and average market price.

(7) monthly totals of U. S. Government bonds listed on the New York Stock Exchange Jan. 1, 1925 to Jan. 1, 1934 covering number of issues, face value and market value.

(8) volume of trading in stocks and bonds on New York Stock Exchange by years 1900 to 1933

(9) daily volume of trading in shares on New York Stock Exchange Oct. 1, 1932 to Dec. 31, 1933

(10) record year, month, week, full day and Saturday in respect to largest and smallest volume of trading in stocks and bonds since 1900 compared with such records for the year 1933.

The following pamphlets have been published since October, 1932. Copies may be obtained (while in supply) from the Committee on Publicity.

Report of the President 1931-1932
Year Book 1931-1932
Year Book 1932-1933
Writing Down Assets and Writing Off Losses (Address, February 23, 1933 Before the Massachusetts Society of Certified Public Accountants, by J. M. B. Hoxsey, Executive Assistant to the Committee on Stock List.)

Security Investors and The Future. (Address, February 28, 1933, before the Cleveland Chamber of Commerce, by Richard Whitney, President.)

Stock Clearing Corporation - Description of Operation. (By Samuel F. Streit, President. Revised, March, 1933.)

The New York Stock Exchange - History, Organization, Operation, Service.

New York Stock Exchange Bulletin (Statistical - published monthly)

In view of the interest of banks, trust companies, security houses and others in the bulletins and circulars issued by the Exchange to its members, the Exchange has made these available to non-members on the payment of an annual fee to cover printing and mailing costs. A subscription to this service includes a copy of the Constitution of the Exchange and ammendments, as adopted; of all published rulings and notices of the committees of the Exchange; and copies of the weekly bulletin and other publications. These are mailed to subscribers daily.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N — A P R I L 1934
VOL. IV — NO. 10

President ..... Miss Thelma Hoffman
Shell Chemical Company
100 Bush Street, San Francisco
EXbrook 5400

Vice-President and Editor ..... Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer ..... Miss Katharine Reinau
Shell Development Company
53rd and Horton, Emeryville
OLympic 6100

Member of Executive Committee
and Assistant Editor ..... Miss Laura Ferguson
United States Bureau of Foreign
and Domestic Commerce
Custom House, San Francisco
DOuglas 8324

APRIL MEETING

DATE: Tuesday, April 17, 1934

PLACE: Foster and Orear, 216 Stockton Street, San Francisco
6 p.m. Dinner 55 cents.

TOPIC: Mr. Peyton Hurt, University of California, who was not able to be present at the March Meeting as announced, will discuss reference work in the special library.

RESERVATIONS: Reservations should be made through Miss Margaret Miller, Sutter 7700, Local 287, not later than Monday, April 16th.

ITEMS OF NEWS

WESTERN CONFERENCE ON GOVERNMENT. Miss Hoffman represented the Association at the Round Table Session of the Governmental Research Association held on March 29th. The meeting which was continued on March 30th, was devoted to informal discussion of the following research organizations, whose representatives exchanged printed descriptive material on the policies, activities, personnel, etc. of their respective organizations:

1. The Official Government-Supported Bureau
California State Department of Education, Division of Research and Statistics.

California State Department of Finance
Los Angeles Bureau of Budget and Efficiency
Los Angeles County Bureau of Efficiency

2. The Taxpayer-Supported Bureau
California Economic Research Council, Governmental Research Committee
California Farm Bureau Federation
California Taxpayers' Association
Los Angeles Bureau of Municipal Research
San Francisco Bureau of Governmental Research

3. The Research Agency of an Organization of Officials
League of California Municipalities

4. The University Research Bureau
University of California, Bureau of Public Administration
University of California, Giannini Foundation of Agricultural Economics
University of Oregon, Bureau of Municipal Research
University of Washington

5. The Civic Organization
City Club of Portland
Commonwealth Club of California

6. The Legislative Reference Libraries and Drafting Bureau
California State Library
California State Office of the Legislative Counsel
Oregon State Library
Special Libraries Association of San Francisco
University of California, Bureau of Public Administration and Library of Economic Research

A brief description of Special Libraries Association (national) and Special Libraries Association of San Francisco was prepared for this conference and was distributed to the representatives of the organizations named above. A collection of pamphlets on many of these organizations is on file with the Editor and may be borrowed by any member interested in reviewing them.

ANNUAL CONFERENCE. The annual conference of the California Library Association will be held at the Hotel Vista del Arroyo in Pasadena, California, from May 2nd to 5th. The theme of the conference will be "The Library in the New Social Order".

COURSE IN LIBRARIANSHIP. Twelve persons in the libraries of the following firms and organizations have stated that they would be interested in enrolling in the proposed University of California Extension Division course in reference materials, should it be offered in the fall semester of 1934:

Commonwealth Club of California
Bureau of Foreign and Domestic Commerce
Federal Reserve Bank of San Francisco
Mechanics Library
The San Francisco Chronicle
San Francisco Stock Exchange
Shell Chemical Company
Shell Oil Company

One member not associated with a library and two non-members have also expressed an interest in such a course, thus making the fifteen potential enrollments required to have a course offered by the Extension Division.

Any other members who are considering the course should forward a memorandum to the Editor stating the specific fields in which they would wish to study reference materials.

The President will confer with the Extension Division and the School of Librarianship of the University of California concerning the type of course which would suit the purposes of the members.

VOTE ON MONTHLY MEETING. The Secretary has announced that a majority of the members would prefer to have the regular meetings of the Association held on the third Tuesday instead of the third Thursday of each month. Beginning with the meeting in April therefore, meetings will be scheduled on the third Tuesday.

REPORTS OFFERED. The Mechanics Institute Library has offered to any Library which could make use of them, San Francisco Municipal Reports for the years 1871 to 1914, inclusive of both years, in forty-three bound volumes. Inquiries should be directed to Mrs. Carmody.

SPECIAL LIBRARIES

The Pacific Telephone and Telegraph Company Library

Address 140 New Montgomery Street, San Francisco

Telephone GArfield 9000, Local 2896

Hours 8:30 a. m. to 5 p. m. daily except Saturday

Staff Mrs. Caroline Belknap Brown, Librarian
Miss Marion Simmons, Assistant

Established January, 1926

The Telephone Company Library was established eight years ago as a business and technical library, but by reason of many generous gifts it has expanded until its reading matter has become quite general.

Its books number 3100 and its pamphlets 1200. They deal principally with telephony and subjects allied thereto, but also with the sciences, economics, history, biography and travel. The Library also contains many volumes of classic literature.

It receives 100 monthly and weekly periodicals. These include the Bell System Technical Journal, Bell Telephone Quarterly, Bell Laboratories Record, Telephony, Telephone and Telegraph Age, Electrical Engineering, Electronics, Architect and Engineer, Fortune and other magazines of a technical and general nature.

The library is used largely for reference and as a recreational reading room. While the privilege of withdrawing books is confined to telephone employees, its material is available for anyone who may make application.

Mechanics' Institute Library

Address 57 Post Street, San Francisco

Telephone GArfield 1750

Hours 9:00 a. m. to 10:00 p. m.
Sundays and Holidays: 1:00 p. m. to 5:00 p. m.

Staff: John H. Wood, Secretary
Mary Carmody, Acting Librarian
There are twelve assistants on the staff.

Established December 11, 1854

The Library is open to members only. The entrance fee is $1.00 and the semi-annual dues are $3.00.

The collection of books is of general interest and the aim to develop proportionately in all departments is carefully followed. Unusual attention is given to the selection of books, periodicals and the transactions of societies covering scientific and technical subjects. New publications endorsed by authentic sources are constantly added to the files.

A weekly list of new books is filed in the library and a bulletin is published bi-monthly which contains a classified list of the principal new books added.

The entire library was destroyed by fire in 1906. The present collection was started at that time but many of the files of technical publications precede that date.

There are in the present collection over 125,000 books and about 500 periodicals 275 of which are bound.

The library is a depository of United States Government documents and receives many of the California State documents.

A patent department is maintained by the library which includes the following:

U.S. Official Gazette: The file is practically complete. Drawings and Specifications are bound to 1911.

Great Britian Patent Journal: 1906 to date.

Canadian Patent Journal: 1906 to date.

Australian and New Zealand Patent Journal: 1918 to date.

An average of nearly 6000 volumes has been added to the library annually for the past 15 years.

LITERATURE

FINANCIAL GROUP. The Financial Group of Special Libraries Association has recently issued Bulletin No. 2 of Financial Book Reviews.

The Group Chairman, Emma M. Boyer, Librarian of the National City Bank of Cleveland, has announced that she has for distribution a number of copies of a bibliography entitled "Mimeographed, Multigraphed and other Near Print Publications of the Federal Government", which was prepared by Mr. Jerome K. Wilcox of the John Crerar Library.

MINUTE REVIEWS. The A. F. Morrison Library, given to the University of California to provide recreational reading for the students, has issued the following series of Minute Reviews which include notes on books in the Morrison Library:

Number One, October 2, 1933
Number Two, November 2, 1933
Number Three, January 2, 1934
Number Four, February 2, 1934
Number Five, March 15, 1934

The last three numbers are entitled "The Modern Regime" and are devoted to reviews of books dealing with current economic and political affairs.

Copies of the Minute Reviews may be obtained from the Library upon request.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

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VOL. IV

M A Y 1934
NO. 11

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Vice-President and Editor ..... Miss Nello Wilson
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155 Sansome Street
EXbrook 6533

Secretary and Treasurer ..... Miss Katharine Reinau
Chemical Library Service
208 Panoramic Way, Berkeley
Thornwall 0837

Member of Executive Committee
and Assistant Editor ..... Miss Laura Ferguson
United States Bureau of Foreign
and Domestic Commerce
Custom House, San Francisco
DOuglas 8324

MAY MEETING

DATE: Tuesday, May 15, 1934

PLACE: Foster and Orear, 216 Stockton Street, San Francisco. 6:00 p.m. Dinner 55¢

SPEAKER: Mr. Norman C. Chaney, Export Manager of W. P. Fuller and Co., will be the speaker at the May Meeting. His topic will be "Shipping your Goods Abroad".

W. P. Fuller and Co. (paint business) ship their products throughout the world. Mr. Chaney has been the firm's export manager for seven years. He is a member of the Foreign Trade Association of the San Francisco Chamber of Commerce and the Export Managers Club.

Foreign Trade Week is being observed in California from May 14th to May 22nd, the last day being National Maritime Day.

ELECTION; The annual election of officers for the Association will be held at this meeting.

RESERVATIONS: Reservations for dinner should be made with Miss Margaret Miller, SUtter 7700, Local 287, not later than Monday, May 14th.

REPORT OF NOMINATING COMMITTEE

At the April Meeting Miss Hoffman appointed the following members as a nominating committee to recommend candidates for the offices of the Association for the club year 1934- 1935:

Mrs. Agnes Reinero, Chairman
Miss Margaret Hatch
Mrs. Frances Lewis

The Committee has named the following candidates for the consideration of the members:

President	Miss Margaret Miller Standard Oil Company of California San Francisco
Vice-President and Editor	Miss Nello Wilson San Francisco Stock Exchange San Francisco,
Secretary-Treasurer	Miss Katharine Reinau Chemical Library Service Berkeley
Member of Executive Committee	Miss Elizabeth Holden Federal Reserve Bank of San Francisco San Francisco

ITEMS OF NEWS

Miss Katharine Reinau has resigned her position as librarian at the Shell Development Company, Emeryville, to devote her entire time to the Chemical Library Service (208 Panoramic Way, Berkeley). A summary of the service is given below.

Chemical Library Service

This service has been established by Miss Reinau to furnish complete technical library service to those who have no library at their disposal. Miss Reinau has found that there is need for such a service on the Pacific Coast, particularly if reliable work is offered at a reasonable cost.

Literature Searches, covering thoroughly the literature for any period are offered and will be supplied in the form of typewritten abstracts of pertinent articles.

A Current Literature Service is furnished through which abstracts of articles in the current journals are sent to subscribers within a few days of the appearance of the journals reviewed on the Pacific Coast. This service is adapted to the requirements of individual

subscribers by including in it abstracts from any periodicals selected by the subscribers. In addition to scientific publications, the journals of the United States and British Patent Offices are checked regularly on request of subscribers.

Translations from French, German, Russian, Dutch, Polish, Spanish, Italian, Swedish, Norwegian and Czech publications are offered at a cost of approximately one dollar per double spaced typewritten page. Translations from other languages are obtainable by special arrangements. All translations are made by persons having an excellent knowledge of the languages involved as well as technical training.

Statistical data on commodity prices, imports, exports, etc. are furnished in such forms as required by clients.

The Chemical Library Service is in a position to index periodicals and books and to classify and index clipping files, reprints and other material of a similar nature.

In connection with all services copies of original references, including patents, can be supplied at a very reasonable cost by photostat copies.

Miss Reinau will appreciate the interest of members of tho Association in the Chemical Library Service and will be glad to have prospective clients referred to her at 208 Panoramic Way, Berkeley. Her telephone number is Thornwall 0837.

Miss Ina Wagner is now Acting Librarian for the Shell Development Company.

Mrs. Reinero has reported that the work on the Union List of Periodicals Project has been continued at the California Academy of Sciences, although Civil Works Administration funds are no longer available to support it, through the generous volunteer work of Miss Helen McCoy and Mr. Ignatius Maguire.

PUBLICATIONS REQUESTED

The following Year Books are requested by the S. L. A. Committee on Cooperation in Business Library Service. Members who have in their libraries copies of these publications to discard are asked to notify as soon as possible Miss Margaret Hatch, Metropolitan Life Insurance Company, 600 Stockton Street, San Francisco, DOuglas 7000:

Ayer Newspaper Directory
Automotive Industrial Red Book
Chilton's Aero Directory
Commercial and Financial Chronicle
Coal Mining Catalog
Directory of Directors for N. Y. city
Educational Directory - U. S. Dept. Int.
Editor and Publisher - Internat. Yearbook
Editor and Publisher - Market Guide
Encyclopedia Brittannica
Facts and Figures of Automobile Ind. 1933
Hotel Red Book
Leading Advertisers
League of Nations Statistical Yearbook
Moody Investment manuals
N. Y. Red Book, an illus. state manual
Pattersons Amer. Educational Directory
Polks Bankers Encyclopedia
Poors Investment manuals
Poors Register of Directors
Thomas Register of Manufacturers 1931-32
RandMcNally Bank Directory
Trows Copartnership and Corp. Directory of N. Y.
U. S. Supreme Court Report #254, 255, 256

SPECIAL LIBRARY

Bureau of Foreign and Domestic Commerce
United States Department of Commerce
E. Tildon Mattox, District Manager

Address: 311 Custom House, San Francisco

Telephone: DOuglas 8324

Hours: 9:00 a. m. to 4:30 p. m.

Staff: Laura E. Forguson, Librarian

Established: 1917

This is a reference library for the use of the office staff and the general public.

There are approximately 500 books, 1200 pamphlets, and 20 current periodicals. Important subjects in the collection are: Foreign tariffs, foreign trade statistics covering export, import and production; general foreign market information; Domestic Commerce research data in fields of production, sales and merchandising practices.

LITERATURE

National Income, 1929-32. Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce. 1934. Price 20¢. This study measures both national income produced and national income paid out, classified by form of payment, and by industrial sources of the income. It contains a more detailed breakdown than has been possible in previous reports by other organizations. Estimates are based on the material available from a wide range of Governmental and some other sources. Contains 203 tables, 16 charts and a 100 page appendix which shows the sources and methods of estimates and special tabulations of new material compiled for the survey. Available from Bureau of Foreign and Domestic Commerce, 311 Custom House, San Francisco.

RESEARCH IN HARD TIMES Maurice Holland and W. Spraragen. 1933 (Mimeographed) Presents data on the comparative amounts spent for research in 1929 and 1931, showing the relations of these expenditures to changes in volume of sales. Also contains some 1932 and 1933 data. It shows what happened to research under recent business conditions and what changes in emphasis have taken place. Available from National Research Council, 29 West 29th Street, New York City.

BUSINESS DIRECTORIES:A Key to their use. Marian C. Manley. 1934. Price $2.00 The third in a series of pamphlets designed to aid one in using business literature. This classified list of trade and business directories gives a full description of each directory, including size, price, the date of current edition and the date and price of the next edition when known. It contains a publisher and title index as well as subject index. This bulletin is designed to bring up to date the "Mailing List Directory" published in 1924 by McGraw-Hill and compiled at the Newark Library, the compiler indicates in a foreword. Available from Public Library, Newark, N. J.

SIXTH REPORT OF THE UNITED STATES GEOGRAPHIC BOARD 1890-1932 Released by Governement Printing Office March 1934. Price 80¢. Part I - Geographic Names covers: Characteristics of geographic names; problems involved in naming geographic features; names in the United States and its possessions; foreign geographic names - consideration of the problems involved in spelling foreign geographic names, policy adopted by the United States Geographic Board; rules for the spelling of foreign geographic names for official use in the United States. Part II - How the Geographic Board works, History of Board and By-laws. Part III. Decision of the United States Geographic Board, 1890-1932: Transliteration table, pronunciation key, abbreviations, sixth general list of geographic names. Available from Superintendent of Documents, Washington D. C.

FOREIGN COMMERCE YEARBOOK - 1933 Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce. Released April 23, 1934. Price $1.00. This is the official Sourcebook of Foreign Market Data, and contains detailed information on area and population, agriculture, mining and manufacturing, transportation and communication, foreign trade and finance, by countries. Comparative World statistics are shown on climatic conditions, area and population, agriculture, mining, manufacturing and power, shipping, road mileage, automobile registration, international trade, telephones and telegraph, postal service, production of gold and silver, foreign exchange, note circulation and reserves, price indexes, etc. Sales copies are available at the Bureau of Foreign and Domestic Commerce, 311 Custom House, San Francisco.

CENSUS PUBLICATIONS: Bureau of the Census (1934 41 pp.) A list of all available publications of the Census Bureau. Gives the date of publication, number of pages and prices and in many cases, a brief description of the publications. Available from Superintendent of Documents, Washington D. C.

The Book Reviews given above were prepared for the Bulletin by Miss Laura Ferguson, Librarian of the Bureau of Foreign and Domestic Commerce, San Francisco.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N
VOL. IV

J U N E 1934
NO. 12

President ..... Miss Margaret Miller
Standard Oil Company of California
225 Bush Street, San Francsico
SUtter 7700

Vice-President and Editor ..... Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer ..... Miss Katharine Reinau
Chemical Library Service
208 Panoramic Way, Berkeley
THornwall 0837

Member of Executive Committee ..... Miss Elizabeth Holden
Federal Reserve Bank of San Francisco
Sansome and Sacramento Streets, S. F.
SUtter 8420

JUNE MEETING

DATE: Tuesday, June 26, 1934

PLACE: Foster & Orear, 216 Stockton Street, San Francisco. 6:00 p. m. Dinner 55¢.

SPEAKERS: Mrs. Mary Hurt, who has been recommended by the University of California School of Librarianship as the instructor for the course in reference materials to be given by the University Extension Division in the Fall Semester of 1934, will be the guest speaker at the June Meeting. Mrs. Hurt will present a general outline of the materials that will be included in the scheduled course. Members may submit to Mrs. Hurt at the meeting written or verbal suggestions as to subjects which they would like to have covered in the course.

Miss Thelma Hoffman, the retiring president, and chairmen of committees will make their annual reports on the work done during the year 1933-1934.

RESERVATIONS: Reservations for dinner should be made with Miss Margaret Miller, SUtter 7700, Local 287, not later than Monday, June 25th.

ELECTION OF OFFICERS

At the May Meeting the following members were elected as the officers of the Association for the year 1934-1935.

President.....	Miss Margaret Miller Standard Oil Company of California San Francsico
Vice-President and Editor	Miss Nello Wilson San Francisco Stock Exchange San Francisco
Secretary-Treasurer	Miss Katharine Reinau Chemical Library Service Berkeley
Member of Executive Committee ...	Miss Elizabeth Holden Federal Reserve Bank of San Francisco San Francisco

COURSE IN LIBRARIANSHIP

The University of California Extension Division has advised the Association that the Extension Division will be glad to offer a course in reference materials consisting of fifteen two-hour sessions to be given at its San Francisco Center, 540 Powell Street, on either Tuesday or Wednesday evenings, beginning September 11th or 12th, from 7:00 to 9:00 o'clock p. m.

The course will carry a credit value of two units and the enrollment fee will be $15.00 in addition to the usual registration fee of $1.00 for the academic year. Credit so earned could not be applied to the requirement for Bibliography in the School of Librarianship at the University of California.

ITEMS OF NEWS

The Civil Service Board of the City of Oakland, California, Room 509 City Hall, has recently announced examinations for the following positions in the Oakland Public Library:

Library Clerical Assistant and Library Telephone Operator and Clerk

Applications must be filed not later than June 19, 1934
Examinations will be held on June 22, 1934

Assistant Bookmender and Assistant Chief Bookmender

Applications must be filed not later than June 25, 1934
Examinations will be held on June 27, 1934

Library Janitor and Library Janitor and Night Watchman

Applications must be filed not later than June 25, 1934
Examinations will be held on June 28, 1934

Printing Press Operator

Applications must be filed not later than June 26, 1934
Examination will be held on June 29, 1934

PUBLICATIONS REQUESTED

Miss Ivander MacIver, Chief, Division of Serials and Exchanges, University of California Library, Berkeley, has requested the assistance of members of the Association in obtaining the following publications:

BARRON'S: October-December 1933 and any 1934 numbers

Since listed in the last Bulletin the publications needed by the Special Libraries Association Committee on Cooperation in Business Library Service, the following message has been received from the National Chairman of the Committee:

> "We have a great many requests at this time for: Who's Who in America; Rand McNally Bankers' Directory; Thomas Register of Manufacturers; Poor's Register of Directors; Ayers Newspaper Directory; Official Hotel Guide; Matindale-Hubbell Law Directory; Patterson's Educational Directory. The dates of the directories are not so important, particularly of Who's Who in America, needed by some libraries to complete their back files. Do you suppose that you can locate copies of these?"

Should any local libraries have copies of the publications in this or last month's list for distribution, they are asked to communicate with Miss Margaret Hatch, Metropolitan Life Insurance Company, 600 Stockton Street, San Francisco, DOuglas 7000.

SPECIAL LIBRARIES

California State Chamber of Commerce Library

Address: Ferry Building, San Francisco

Telephone: EXbrook 1400

Hours: 9 a. m. to 5 p. m. Saturdays, 9 a. m. to 12 m.

Staff: Amy M. Caya, Research Librarian

The California State Chamber of Commerce maintains a research library to centralize reference material needed for the various projects of its departments, among which are aeronautics, agriculture, conservations, foreign trade, highway, industry, legislation, publicity, research and taxation. The material consists principally of economic data on California and is particularly complete in the field of agricultural economics. Although the number of bound volumes is small, there is a large collection of unbound materials in the form of government documents, pamphlets, periodicals and current mimeographed reports.

An information service is offered by the chamber and for this purpose the Library handles material for distribution, including the pamphlets of the California Agricultural Extension Service and Agricultural Experiment Station, the descriptive literature of local chambers of commerce throughout the state and economic reports of the Research Department of the Chamber.

The Library is the depository of the Union List of periodicals held in the libraries of the San Francisco Bay Region and may be consulted at any time for additions and corrections supplied by the Union List Committee of the Special Libraries Association of San Francisco.

The library may be used for reference during office hours.

Commonwealth Club of California Library

Address: Second Floor, Hotel St. Francis, San Francisco

Telephone: DOuglas 4903

Hours: 9 a. m. to 5 p. m. Saturdays 8:30 a. m. to 12 m.

Staff: Frances Lewis, Acting Librarian

Established: 1903

The object of the Commonwealth Club of California is to investigate and discuss problems affecting the welfare of the commonwealth and to aid in their solution, while maintaining itself in an impartial position as an open forum for the discussion of disputed subjects. The library of the Commonwealth Club is mainly a research library. Its volumes naturally tend to be those in line with the needs of the Club's thirty-five Study Sections, individual forums which keep alive the motto "Get the Facts".

Some of the subjects covered by the 6,500 titles in the library are: Sociology, immigration, foreign relations, labor problems, state government, city government, criminology, juvenile delinquency, education, public utilities, ports, eugenics and California history. The library also has on file many state reports, besides those published in California.

Among the books of special interest to students are the series of University Debaters Annuals, published by the H. W. Wilson Company, and the Political Handbook of the World, published annually by the Council on Foreign Relations.

The library has catalogued about 5,000 pamphlets which cover practically the same fields as its books.

The magazines and periodicals received in the library, of which there are approximately 150 are, for the most part, those covered by the periodical indexes.

There are on file in the Library the following indexes:

Agricultural Index, 1916 to date
Industrial Arts Index, 1913 to date
International Index to Periodicals (Reader's Guide Supplement 1907-1909) to date

Public Affairs Information Service, 1915 to date
Readers' Guide to Periodical Literature, 1909 to date

In 1931 the Commonwealth Club of California inaugurated the practice of awarding each year one gold medal and not more than two silver medals for the best books published by resident California authors.

Membership in the Club entitles a person to the use of the library, which is also open to the families of members. Courtesies are often granted to students seeking special data not readily available in San Francisco outside the Club's library.

LITERATURE

WORLD ECONOMIC REVIEW Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce. June 1934. Price 20¢. This volume is to be considered primarily as a statement of the outstanding economic developments with an emphasis on the general trend and not a complete economic record of the past year. Part I covers the United States and an appendix contains a chronology of events in 1933, a review of the major features of the outstanding Federal legislation of the year, and a series of tables showing the long term trend of some of the more important economic indicators. Part II, covering leading foreign countries, selected on the basis of general economic importance and the scope of the economic relations with the United States, has an appendix which contains statistics on world trade, production of important world commodities, and exchange rates. Available at Bureau of Foreign and Domestic Commerce, 311 Custom House, San Francisco.

TRADE ASSOCIATIONS AND CODE ADMINISTRATION AGENCIES IN CODIFIED INDUSTRIES Trade Association Dept. U. S. Chamber of Commerce. (1934 17 pp. Price 15¢) This is a list of trade associations and administrative agencies connected with the first 409 Codes approved by the National Industrial Recovery Administration, and 13 codes approved by the Agricultural Adjustment Administration. It gives in many cases, the name of the officials and the address of the organization. The industries are listed alphabetically as given in the title of each approved code. Available from :Trade Association Dept. U. S. Chamber of Commerce, Washington, D. C.

HELPING THE JOBLESS HELP THEMSELVES. Joanna C. Colcord. (1934 10 pp. mimeographed) Points out in brief interesting developments in 320 "self-help" organizations, undertaken by large groups of unemployed throughout the country, and covered in a survey by Columbia University. Available from Russell Sage Foundation, 130 E. 22nd Street, New York, New York.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN SEPTEMBER 1934
VOL. V NO. 1

President ..... Miss Margaret Miller
Standard Oil Company of California
225 Bush Street, San Francisco
SUtter 7700

Vice-President and Editor ..... Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer ..... Miss Katharine Reinau
Chemical Library Service
208 Panoramic Way, Berkeley
THornwall 0837

Member of Executive Committee ..... Miss Elizabeth Holden
Federal Reserve Bank of San Francisco
Sansome and Sacramento, San Francisco
SUtter 8420

SEPTEMBER MEETING

DATE: Tuesday, September 18, 1934

PLACE: Foster and Orear, 216 Stockton Street, San Francisco
6:00 p. m. Dinner 55¢

SUBJECT: The meeting will be devoted to a discussion of projects for the year 1934-1935. New chairmen of committees will report plans for the coming year.

Miss Anita Levy has returnod to San Francisco after completing the general library course at the Pratt Library School in Brooklyn, New York, and is again in charge of the Business Branch of the San Francisco Public Library. She will speak informally about the Pratt Library School and the Business Branch of the Newark Public Library.

COMMITTEES

Miss Miller has appointed the following chairmen of committees who have selected the members listed to serve on their respective committees:

Employment: Margaret Hatch, Chairman
Nello Wilson

Membership:	Helen Mayden, Chairman Katharine Reinau
Methods Clinic:	Vera Mae Slaughter, Chairman
Program:	Margaret Hatch, Chairman Anita Crellin Frances Lewis Veronica Sexton John Stump
Publicity:	Laura Ferguson, Chairman
Union List:	Agnes G. Reinero, Chairman Amy M. Caya Mary O. Carmody Katharine Reinau

PERSONAL NOTES

Miss Laura Ferguson is nowMrs. Milton S. Cusack. Her marriage took place on September 1, 1934 and her new home address is 1292 62nd Avenue Oakland, California.

Miss K. Dorothy Ferguson has been appointed as the new Director of the Trade Association Project sponsored by Special Libraries Association (national organization) and financed by the Carnegie Corporation of New York. Special Libraries for July-August, 1934 carries a report on this project.

PUBLICATIONS AVAILABLE

The following publications are available to any library upon request from Miss Thelma Hoffman, Shell Chemical Company:

Die Chemische Industrie:	1926, Nos. 13-17 Nos. 27-52 1927, broken file, Nos. 14,17,18,44 missing 1928, complete file 1929, broken file, Nos. 31 and 32 missing 1930, broken file, Nos. 10 and 11 missing 1931, complete file 1932, broken file, Nos. 1 to 32 only with No. 24 missing.
Petroleum Zeitschrift	Vol. 29, Nos. 3,7,8,9,10,11. (1933)
Die Chemische Fabrik:	Vol. 5, Nos. 24,25, 30,51,52. (1932) Vol. 6, Nos. 1 to 8 inclusive (1933)

Zeitschrift fur angewandte Chemie	Vol. 46. Nos. 1 to 7 inclusive (1933) Vol. 45, Nos. 51, 52, 53 (1932)
Chemiker-Zeitung	Vol. 57, No. 11 (1933)

EXHIBIT OF PUBLICATIONS FOR SALE.

The following publications have been received from the headquarters of Special Libraries Association in New York and have been placed on exhibit at the Mechanics Mercantile Library:

A Bibliography of Bibliography in Electrical Engineering (1931)

Handbook of Commercial and Financial Service (1931) with the first supplement (1932)

The Creation and Development of Insurance Library (1932)

Business and Trade Dictionaries (1934)

Guides to Business Facts and Figures (1933)

Basic List of Current Municipal Documents (1932)

Union List of Periodicals in Special Libraries of New York Metropolitan District (1931)

Special Librarianship as a Career (1933)

A File of Special Libraries, January 1933 to April 1934

SPECIAL LIBRARY

State of California

Department of Natural Resources

Division of Fish and Game Library

Address: 450 McAllister Street, San Francisco

Telephone: UNderhill 8700. Local 384

Hours: 10:30 a.m. to 2:30 p.m. daily except Saturday

Staff: Mrs. Bessie W. Kibbe, Librarian

Established: July, 1927

The accumulated library of the Division was destroyed in the San Francisco fire of 1906. Thereafter no attempt was made to rebuild it.

Beginning early in the biennial period of 1927, the Bureau of Education of the Division was given the task of establishing a useful reference library to meet both the technical and general demands of members of the Division's staff. The library now also serves the general public in answering questions relating to wild life and its conservation. No loans are permitted to others than employees of the Division, although the reading room is open to the public.

The total bound volumes accessioned to date number 1,426. The library has many incomplete unbound volumes of serials. 154 periodicals dealing with fish and game and related subjects are received regularly and are circulated to employees who are interested. About 6,000 scientific and technical conservation pamphlets are filed in boxes especially made so that they are readily accesible on the Library shelves. Files of fish and game laws of all states, Canadian provinces and many foreign countries and of reports of other fish and game commissions have been completed as nearly as possible.

A simple system of classification has been utilized by the library so that technical experience is not required to locate materials sought. A subject bibliography is being developed and is in use at the present time.

Dated: June 29, 1934

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

OCTOBER 1934

VOLUME V NUMBER 2

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN OCTOBER 1934
VOL. V NO. 2

OCTOBER MEETING

DATE: Tuesday, October 16, 1934

PLACE: Foster and Orear, 216 Stockton Street, San Francisco
Dinner 55¢, promptly at 6.00 o'clock p.m.

After dinner a meeting will be held at the new headquarters of the COMMONWEALTH CLUB LIBRARY, second floor, St. Francis Hotel. 7.00 o'clock p.m. or shortly thereafter.

SUBJECT: Members will have an opportunity at this meeting to learn about the activities of the Commonwealth Club of California and its library.

Questions discussed before this club seem of more vital importance than ever today. Such Sections as the following consider many research problems brought to our various libraries: Agriculture; Aviation; City Planning; Direct Legislation; Economics; Education; Forestry and Wild Life; Governmental Finance and Taxation; Highways; Industrial Relations; International Relations; Mineral Resources; Municipal Government; N.R.A. Study Group; Public Health; Public Utilities; Scientific Research; Social Welfare Organization; Traffic Hazards; Water Resources and Irrigation. A knowledge of the activities and reports of the Club will greatly add to our informational resources in these special fields.

Mrs. Frances Lewis, Librarian of the Commonwealth Club, will give a survey of the Club and Library activities.

RESERVATIONS: Please make reservations by telephoning Mrs. Lewis, DOuglas 4903, not later than Monday, October 15.

NOTES FROM COMMITTEES

EMPLOYMENT: Duplicate copies of applications for library positions are now filed with Miss Nello Wilson, 155 Sansome Street, San Francisco, EXbrook 6533, so that inquiries may be directed to her, should Miss Hatch, Chairman of the Committee be away from her office.

UNION LIST: Mrs. Agnes Reinero, Chairman, has reported that the full membership of the Union List Committee is as follows:

Mrs. Mary O. Carmody
Mrs. Amy M. Caya
Mrs. Mary Fleming
Miss Thelma Hoffman
Miss Katharine Reinau
Mrs. Agnes Reinero

PERSONAL NOTES

Mrs. Minnie E. Hanson retired from active library work on October 1, 1934. The vacancy on the staff of the Pacific Gas and Electric Company Library created by her resignation has been filled by Miss Anne Burnett.

Miss Margaret Hatch left October 6 on her annual vacation which will be spent in Northern California.

REPORTS ON SPECIAL LIBRARIES

Oakland Tribune Library

Address: 13th and Franklin Streets, Oakland, California

Telephone: Lakeside 6000, Local 16

Hours: 6:30 a.m. to 5:00 p.m. daily; open to 11:00 p.m. Saturday

Staff:

William Wallace Vaughan	Librarian
J. Benilee Bradford	Assistant
Ava Allison Brown	Assistant
Eleanor Miriam Harris	Assistant
Abraham Simon	Assistant

Established: 1912

Following is a summary of the holdings of the Oakland Tribune Library: New York Times Index, complete; California Blue Book, 1895 to date; Encyclopedi Britannica; Nelson's Encyclopedia; Moore's Digest of International Law, 8 vols.; Mossages and Papers of the Presidents, 20 volumes; World Almanac, 1895 to date; Books of California History, 30 volumes; Annual Report of Smithsonian Institution, 1922 to date; Biographies, 20 volumes; National Geographic Magazine, 1908 to date; Current History Magazine, complete; Who's Who in America, 1916 to date; Appleton's Annual Encyclopedia, 1861 to 1891, except the year 1871; University of California Directories, 1917 to date; Oakland Directory, 1909 to date; San Francisco Directory, 1913 to date; Oakland Tribune, February, 1874 to date; Congressional Records, dictionaries, atlases, year books, gazateers; 400 to 500 miscellaneous books; magazines.

The equipment of the library includes 87 steel filing cabinets, 57 inches high, so-called five drawer type, which are alloted to the various departments of the library as follows:

Department	Envelop Size	Trays to Drawer	Drawers to Unit	No. of Units	Lineal Filing Inches	Capacity
Photographs	9½ x 11	1	5	32	4,215	250,000
Cuts 2/3, 1 and 2 Col.	4½ x 8	2	9	16	7,586	60,250
Cuts 3, 4 and 5 col.	9½ x 11½	1	5	3	395	3,120
Clippings	4½ x 8	2	9	31	14,698	750,000
Negatives	4½ x 5	3	9	2	2,134	
Pamphlets	9½ x 11½	1	5	3	395	

Besides these steel filing cabinets, the library has 807 steel filing shelves arranged in three units for bound volumes of newspapers; two movable typewriter stands; two bulletin type typewriters, one steel work bench; one steel alphabetizing rack; book shelves; desks, etc.

The library is the memory of the Oakland Tribune and was organized as such for the benefit of the editorial department of the paper of which it is a branch. However, the library's files are open to public officiats and librarians; and occasionally private individuals are permitted by the editors to use its records. The Oakland Tribune Information Bureau, which is a separate department under the direction of Miss Helen Wright, was created to serve the general public.

San Francisco Chronicle Library

Address:	5th and Mission Streets, San Francisco, California	
Telephone:	DOuglas 1414, Local 196	
Hours:	9:00 a.m. to 11:00 p.m.; Saturday 9:00 a.m. to 5:30 p.m. Sunday 12:00 m. to 5:30 p.m.	
Staff:	Mrs. Marjorie D. Brown	Librarian
	Dorothy M. Frisch	Assistant
	Margaret A. Floming	Assistant
Established:	1879	

Mrs. Brown has written the following description of the library of the San Francisco Chronicle:

Thomas E. Flynn, early day reporter and editor was very much interested in the erection of the San Francisco Chronicle's new Building at Kearney and Bush Streets in 1879. One day he and a friend walked past the edifice and M.H. and Charles de Young talking earnestly. "Lets go over and see what's going on" said Mr. Flynn. They went over and Mr. Flynn has written: "We got a comprehensive view of the whole structure floor by floor. There was the expensive onyx counter, suggestive of money to spare, the massive safe behind the counter, emblematic of solidity and satisfactory profits, the proprietor's luxurious private office, elaborate editorial rooms, the composing room, stereotyping room, and the library -- Whoever had heard of a library and librarian before in pioneer journalism, or an onyx counter?"

Since this surprised comment was made about newspaper libraries, they have advanced so that they are now an important part of any well conducted journal.

The San Francisco Chronicle library is no exception. It was started in 1879 with about 300 tin boxes, numerous old scrap books, a few reference books and one librarian. Its librarian in the early days was usually a newspaper man. One of the distinctions of the library is that W. H. B. Fowler, now general manager and assistant publisher of the Chronicle, was at one time librarian and originated much of the system in use today.

The materials accumulated by the library were destroyed in the fire of 1906 with the exception of the bound files of the paper, which we have back to January 16, 1865, our natal day.

Today we have a floor space of about 1,350 square feet lined on one side with tin vertical cans which hold approximately 3,000,000 clippings. We have three classifications for these clippings, subject, biography and geography. Clippings of each year are mounted on paper of a distinctive color. Subject headings are from the A. L. A. list with certain necessary modifications of our own. The clippings filed under the general subject of geography are classified according to foreign countries, States and counties of California. The mounted clippings, with numerous cross references, are put in heavy manila envelops 10¼ x 4½ inches in size.

Pictures are filed alphabetically in 10 x 15 envelops with many individual folders. Subject pictures are in a separate section and are under headings corresponding with the clipping subject file. The library has about 76,000 cuts or zincs ½, 1 and 2 column. No mats are filed in this department.

About 300 clippings, 300 pictures and 25 to 50 cuts are filed by the library daily. There is a constant weeding out and discarding of old and useless material.

Following are a few of the reference books which are used by the library: unabridged dictionary, foreign dictionaries, thesaurus, book of synonyms; Who's Who of all kinds (Sports, California, New York, social registers, Almanac de Gotha, Burke's Peerage); encyclopedia; directories of all kinds, including Ayer's Directory of Newspapers and Periodicals; Lloyd's Shipping Register; book of quotations; anthology of poetry; Bible; Municipal State and Federal rosters; histories of the United States, California and San Francisco.

The library is open to the public at the discretion of the librarian, but all questions pertaining to articles and pictures in the Chronicle are answered. We also handle ready reference questions over the telephone; others are referred to the Public Library.

LITERATURE

GUBERNATORIAL CAMPAIGN LITERATURE. Pamphlets may be obtained at the following campaign headquarters:

Raymond L. Haight Headquarters
260 Montgomery Street
San Francisco, SUtter 0721

Frank F. Merriam Headquarters
883 Market Street
San Francisco, SUtter 4932

Upton Sinclair Headquarters
68 Haight Street
San Francisco, HEmlock 6917

NEW AND UNUSUAL OCCUPATIONS FOR WOMEN. List of books and articles compiled by American Association of University Women, Washington, D.C. Library Journal Sept. 1, 1934 p. 667-8.

NEW YORK STOCK EXCHANGE DIRECTORY AND GUIDE. Loose-leaf. Serviced regularly. Covers Directory of Members, Including a list of Officers and Committees of the Exchange and Officers of Affiliated Companies; Directory of Listed Securities; Constitution and Rules of Governing Committee; By-Laws and Rules of Stock Clearing Corporation; Rules for Delivery of Securities; Listing Requirements; Section on Miscellaneous Rulings, Opinions, Circulars, et etc. of a General Nature Issued from Time to Time by the Exchange or its Committees; Federal Regulation of Exchanges; General Index; Supplemental Index. Published by the New York Stock Exchange. Subscriptions may by made through the Secretary of the Exchange, 11 Wall Street, New York. The price of subscription within the United States is $25, which includes a complete copy of the books and service for one year.

OFFICERS AND CHAIRMEN OF COMMITTEES

President	Miss Margaret Miller Standard Oil Company of California 225 Bush Street, San Francisco SUtter 7700
Vice-President and Editor	Miss Nello Wilson San Francisco Stock Exchange 155 Sansome Street, San Francisco EXbrook 6533
Secretary and Treasurer	Miss Katharine Reinau Chemical Library Service 208 Panoramic Way, Berkeley THornwall 0837
Member of Executive Committee	Miss Elizabeth Holden Federal Reserve Bank of San Francisco Sansome and Sacramento, San Francisco SUtter 8420
Employment Committee	Miss Margaret Hatch Metropolitan Life Insurance Company 600 Stockton Street, San Francisco DOuglas 7000
Membership Committee	Miss Helen Mayden Bank of America 1 Powell Street, San Francisco DOuglas 6112
Methods Committee	Miss Vera Slaughter 2008 McGee Avenue, Berkeley THornwall 2701
Program Committee	Miss Margaret Hatch
Publicity Committee	Mrs. Milton S. Cusack U.S. Bureau of Foreign and Domestic Commerce, Customs House, San Francisco DOuglas 8324
Union List Committee	Mrs. Agnes Reinero Pacific Gas and Electric Company 245 Market Street, San Francisco SUtter 4211

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

NOVEMBER 1934

VOLUME V NUMBER 3

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN
VOL. V

NOVEMBER 1934
NO. 3

NOVEMBER MEETING

DATE: Tuesday, November 20, 1934

PLACE: Foster & Orear, 216 Stockton Street, San Francisco. Dinner, 55¢, promptly at 6:00 o'clock p. m.

SPEAKER: Mr. Thomas S. Dabagh, Assistant Legislative Counsel of the Legislative Counsel Bureau of the State of California, will discuss the work of the California Legislature and procedure followed in the formulation of state legislation.

Mr. Dabagh expects to devote a great part of his time at the meeting to answering questions of the members of the Association. With the State Legislature convening in January, 1935, this meeting will afford a timely opportunity to make inquiries concerning the work of legislative reference bureaus, methods of closely following new legislation, means of obtaining copies of individual bills, etc.

In addition to his work with the Legislative Counsel Bureau which requires his full time in Sacramento during the session of the Legislature, Mr. Dabagh is Research Associate of the University of California Bureau of Public Administration.

RESERVATIONS: Reservations for dinner should be made with Miss Margaret Hatch, Metropolitan Life Insurance Company, DOuglas 7000, not later than Monday, November 19, 1934.

NEWS ITEMS

The congratulations of the members of the Association are extended to Mrs. Mary O. Carmody, who was appointed Librarian of Mechanics Institute on November 8, 1934. Mrs. Carmody has been associated with the Institute since 1918 and is the first woman to hold the post of Librarian. Prior to her appointment as Librarian Mrs. Carmody was for many years Assistant Librarian of the Institute.

Members of the Special Libraries Association of San Francisco are cordially invited to attend a luncheon (12:30 p.m.) and meeting (2:15 p. m.) of the First District of the California Library Association to be held in Oakland on Saturday, November 17, 1934, at the Athens Athletic Club, 12th and Clay Streets. Reservations for the luncheon ($.87 per plate) should be made with Miss Amy Wood, University of California Library.

Miss Anita Levy, Librarian of the Business Branch of the San Francisco Public Library, KEarny 3075, has been appointed Vice-Chairman of the Methods Committee. Miss Margaret Miller, Mrs. Amy Caya, Miss Margaret Hatch and Miss Thelma Hoffman, members of the group which formulated plans for the local Methods Clinic in 1933, have agreed to act as Counsellors for the present Methods Committee.

Miss Katharine Reinau and Miss Ina F. Wagner are members of the Bulletin Committee of which the Editor is Chairman.

REPORTS FROM COMMITTEES

Methods Committee

The November Meeting of the Methods Committee was held on Friday, November 2, 1934, in the Board Room of the Mechanics Mercantile Library. Eleven members were present.

By majority vote of those present, Tuesday, December 4, 1934 was selected as the date for the December meeting, which will be held in the Library of the California State Chamber of Commerce between 6:30 and 9:00 p. m. Mrs. Amy Caya, Miss Anita Levy and Miss Nello Wilson will be the speakers at the meeting.

The theme of the November Meeting was the reference use of Federal documents through government indices, bibliographies, catalogs and price lists. In the general introduction to the subject, given by Miss Vera Mae Slaughter, J. I. Wyer's definition of government documents was read and accepted by the Committee. This definition is "A government document is any paper, map, pamphlet, or book, in manuscript or printed, originating in, or printed with the imprint of, or at the expense of and by the authority of, any office of a regularly organized government." (In his U. S. Government documents; rev. 1922 p.2)

Mrs.Mary O. Carmody described the technique which she employs in handling government documents from their receipt, through their entry and shelving to their reference use by means of the government document indices owned by the Mechanics Mercantile Library. These indices, listed below, provide a key to government documents from 1881 to date.

Mrs. Agnes Reinero displayed NRA loose-leaf publications, enumerated private as well as government guides to them, described commercial services of value in connection with NRA information and indicated which libraries in San Francisco Bay region contain the most complete collections of NRA material.

Ordinarily the ten executive departments of the Federal Government furnish the greatest amount of library material. The lists published by the individual departments supplement the general indices either by furnishing more minute analysis or by presenting the same material in a different arrangement than the general indices. Miss Margaret Miller succinctly described those published by the Department of Commerce and certain of its bureaus.

Bibliography of Catalogs and Indices to U. S. Government Documents
(Available at Mechanics Mercantile Library)

Ames, John Griffith. Comprehensive index to the publications of the United States government, 1881-1893. Washington, Govt. print. off., 1905. 2v. 29cm. (58th Cong., 2d sess. House Doc. no. 754)

U. S. Superintendent of documents. Catalogue of the public documents of Congress and of all departments of the government of the United States for the period, March 4, 1893, to June 30, 1931. Washington, Govt. print. off., 1894-1934. v. 1-20.

U.S. Superintendent of documents. Monthly catalogue United States public documents, 1895 -date. Washington, Govt. print. off., 1895 - date.
Note: Only the volumes from 1931 to date are needed for current use.

November 8, 1934

Vera Mae Slaughter, Chairman
Methods Committee.

MEMBERSHIP COMMITTEE

The National Association is planning a membership drive and has appointed a chairman for each of its Groups. Miss Helen Mayden of the Bank of America Library has been named as the Chairman of the Financial Group.

Following is a list of the new members of the Special Libraries Association of San Francisco:

Miss Dorothy Andrews, Graduate of U.C. School of Librarianship
2515 Derby Street, Berkeley, California

Miss Doris Asplund, Mechanics Mercantile Library
2740 Filbert Street, San Francisco, California

Miss Anne Burnett, Pacific Gas and Electric Company
131 Barriohlet Avenue, San Mateo, California

Miss Mabel Thomas, Oakland Public Library
809 Alma Avenue, Oakland, California

EMPLOYMENT COMMITTEE

The Employment Committee has files of announcements of civil service examinations given by the Federal Government, the State of California, Alameda and San Francisco Counties. Members may refer to these statements at any time in the Personnel Department of the San Francisco Stock exchange. Following is a list of pending United States Civil Service Examinations for which there is still time to make application:

United States Civil Service Examinations

Title of Position	Final Date for Filing Application	Date of Examination	Position open to	Salary
Junior Financial Statistician	Nov. 26, 1934	Not announced	Men and Women	$2,000 yr.
Automatic 3-A Addressograph Operator	Nov. 23, 1934	Not announced	Men and Women	$1,440 yr.
F-1 and F-2 Addressograph operator	Nov. 23, 1934	Not announced	Men and Women	$1,260 yr.
Graphotype operator	Nov. 23, 1934	Not announced	Men and women	$1,260 yr.
Steel-Plate Engraver (Picture and Vignette)	Nov. 29, 1934	Not announced	Men and Women	$ 19.20 day $ 3.60 hr. overtime
Assistant Foreman of Brush Factory, Leavenworth Penitentiary, Kan.	Nov. 30, 1934	Not announced	Men	$1,860 yr.
Junior Parasitologist	Nov. 26, 1934	Not announced	Men and Women	$2,000 yr.
Assistant Engineman Steam-Electric	Nov. 26, 1934	Not announced	Men	$1,680 yr.
Household equipment specialist	Nov. 19, 1934	Not announced	Men and Women	$3,200 yr.
Agronomist (Single Variety Community Cotton Improvement)	Nov. 19, 1934	Not announced	Men and Women	$3,800 yr.
Agent for Home Economics	Nov. 19, 1934	Not announced	Men and Women	$4,600 yr.
Special Agent for Home Economics Education (Special Groups)	Nov. 19, 1934	Not announced	Men and Women	$3,800 yr.

SPECIAL LIBRARY

Business Branch of the San Francisco Public Library

Address: 1104 Russ Building, San Francisco

Telephone: KEarny 3075

Hours: 10:00 a. m. to 5:30 p. m. Saturdays, 10:00 a. m. to 1:00 p. m.

Staff: Anita F. Levy, Branch Librarian

Established: April, 1929

For some time prior to April, 1929, Mr. Robert Rea, Librarian, and the trustees of the San Francisco Public Library were interested in establishing a branch library in the downtown district. When the new Russ Building was erected, Mr. George W. Kelham, its architect, and also a Trustee of the Public Library and other members of the Board of Trustees agreed upon it as a suitable location for the Business Branch of the Library. It was natural that being situated in the heart of the financial district, the library should start out primarily as a financial collection.

The date on which the Library was established indicates that we opened it at a critical time. Its infancy during an age of prosperity meant "two magazines on every rack and a service on every shelf". Its childhood was spent in a period of depression involving necessary curtailment of library services. It is still struggling through adolescence, but we firmly believe that as it approaches manhood better times will enable it to increase its usefullness and efficiency.

The Business Branch opened in one office room on the 11th Floor of the Russ Building. Despite the depression, the increase in attendance has required the use of an adjoining room.

The holdings of the library, nearly 1,800 books, include encyclopedias dictionaries, both English and foreign, annuals such as Almanacs, Satesman's Yearbook, American Yearbook, Statistical Abstract, the California Codes, financial services and standard works in accounting, real estate, insurance, advertising and finance, on which subjects the library has also many leading periodicals and a few government publications. Our technical collection at the present time is limited to handbooks on civil and mechanical engineering and applied chemistry. We have, in addition, a small general collection for the "t. b. m." and a quantity of gratis material from banks, governmental and other cooperative agencies. There is a vertical file to hold this material and an analytic index thereof. The Business Branch receives the Industrial Arts Index as the Main Library cumulates and discards it.

The aim of the library is to have available such materials as will answer ready reference questions. For further research we refer our patrons to the Main Library where the collection is more complete. We are glad to give telephone service.

LITERATURE

The National Occupational Conference has asked a prominent industrial psychologist to choose ten representative books in his field, which he would suggest for the consideration of a librarian who wished to cover the ground as adequately as possible without buying more than ten volumes. The ten books selected to give the essentials of industrial psycholgy were named in the October 1934 Number of Occupations, the National Vocational Guidance Magazine and are listed below:

V. V. Anderson, Psychiatry in Industry, New York, Harper and Bros., 1929, 363 pp. 4.00. Of interest because of the exposition of the psychiatric viewpoint. The case studies of industrial workers represent the most important material in this book.

H. E. Burtt, Principles of Employment Psychology, Boston, Houghton Mifflin 1926, 563 pp. $3. The most comprehensive available text devoted exclusively to a discussion of the use of scientific methods in the selection of workers.

H. B. Elkind, ed., Preventive Management, New York, B. C. Forbes, 1931 134 pp. $3. A symposium devoted to the discussion of the newer outlook and methods for improving the character of supervision and management in industry.

Vivian E. Fisher and J. V. Hanna, The Dissatisfied Worker. New York, Macmillan, 1931, 260 pp. $2. College ed. $1.50. A well written discussion of emotional factors of occupational maladjustment. It includes many case studies to illustrate the causes and treatment of maladjustment at work. Written from the viewpoint of the clinical psychologist.

H. C. Metcalf, ed. Scientific Foundations of Business Administration, Baltimore, Williams and Wilkins, 1926, 341 pp. $5. A symposium on the more important aspects of personnel administration in industry by experts interested in the scientific aspects of improved industrial relations.

Nathaniel Peffer, Educational Experiments in Industry, New York, Macmillan, 1932, 207 pp $1.50 A survey of adult education and training in industry, describing the programs of leading American firms.

The Taylor Society, H.S. Person, Ed., Scientific Management in American Industry, New York, Harper and Bros., 1929, 479 pp. $4. A symposium on the contribution of scientific management to American Industry. Includes a description of methods as well as results.

Ordway Tead and H. C. Metcalf, Personnel Administration, New York, McGraw-Hill, 1933 (3rd ed., revised), 519 pp. $4

A detailed exposition of the principles and practices of personnel administration. Comprehensive in scope. Covers in detail the more common methods employed by personnel workers in industry.

Morris S. Viteles, The Science of Work, New York, W. W. Norton, 1934, 440 pp. $4.
A non-technical discussion of the application of psychology in promoting individual occupational adjustment; that is, in making work more productive and more tolerable.

Gordon S. Watkins, Labor Problems, New York, Thomas Y. Crowell, 1929, 726 pp. $3.50.
A general survey of unemployment, safety and allied problems in modern industry and the steps taken by society and individual industrial plants to solve them.

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Membership Committee	Miss Helen Mayden Bank of America 1 Powell Street, San Francisco DOuglas 6112
Methods Committee	Miss Vera Slaughter 2008 McGee Avenue, Berkeley THornwall 2701
Program Committee	Miss Margaret Hatch
Publicity Committee	Mrs. Milton S. Cusack U.S. Bureau of Foreign and Domestic Commerce, Customs House, San Francisco DOuglas 8324
Union List Committee	Mrs. Agnes Reinero Pacific Gas and Electric Company 245 Market Street, San Francisco SUtter 4211

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

JANUARY 1935

VOLUME V NUMBER 4

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN JANUARY 1935
VOL. V NO. 4

JANUARY MEETING

DATE: Tuesday, January 15, 1935

PLACE: Foster & Orear, 216 Stockton Street, San Francisco.
Dinner 55¢, promptly at 6:00 o'clock p. m.

SPEAKER: Miss K. Dorothy Ferguson, librarian of the Bank of America, who has just returned from a leave of absence during which she had charge of the Trade Association Bureau operated in New York City by the national Special Libraries Association, will tell of the work of this bureau. Besides discussing important phases of her work with trade associations in the East, Miss Ferguson will speak about the meeting of the American Trade Association Executives in Washington, D.C. last September which she attended.

Members who have been following the growing activities of trade associations and the efforts of the Special Libraries Association to further special library service in this field, will be extremely interested to hear of the developments along this line in 1934.

RESERVATIONS: Reservations for dinner should be made with Mrs. Frances Lewis, librarian of the Commonwealth Club, DOuglas 4903 not later than Monday, January 14.

CALIFORNIA LEGISLATION

At the November Meeting Mr. Thomas S. Dabagh, Assistant Legislative Counsel of the Legislative Counsel Bureau of the State of California discussed the work of the California Legislature. Members who attended the meeting were so interested in and appreciative of Mr. Dabagh's talk that we asked if he would be willing to prepare a resume of it for the January Bulletin. We are very much indebted to Mr. Dabagh for sending us the following resume of his discussion.

Resume of Talk by Thomas S. Dabagh to Special Libraries Association of San Francisco Meeting of November 20, 1934, on California Legislation

The multiplicity and bulk of legislation need not frighten anyone, as the large quantity does not necessarily mean a heavy burden on the individual. The fact is that by far the greater number of laws relate not to the rights and duties of individuals, but to the administration of government. In other words, most laws are comparable to the minutes of boards of directors of corporations. Also, many laws are revisions of existing laws, and serve to consolidate rather than t. expand the legislation of the state.

large number of the bills, it may not be advisable to take this service, as the bills require constant attention to keep them in order, and considerable shelf space to house. On the other hand, this is the only way to secure complete information, as the titles of the bills given in the Histories and Journals are not always adequate to indicate to the librarian whether or not a bill is of interest.

Librarians should note that Rule 14 of the Joint Rules of 1933 provided that " Each member of the Senate and Assembly shall be permitted to submit a list of ten libraries, chambers of commerce or individuals who shall be placed upon (the) general mailing list" of the bill room, for a copy of each bill and history, without charge. Assuming that this privilege will be extended again, those interested in being put on this list should arrange early to be included. Rule 15 said that " Following the recess, new bills introduced shall be forwarded to the public libraries and law libraries only, and one copy each of amended bills as may be requested". If this Rule is continued, and is observed by the bill room, it may be necessary to make special arrangements after the recess, to keep up with the new bills and amendmen

It is possible to secure copies of particular measures without charge by writing to the Bill Room, State Printer, State Capitol, identifying the bills desired by citing the bill numbers, such as A(ssembly) B(ill) 54. The bill numbers are found in all the sources of information above mentioned.

The importance of watching for amendments through the Histories or the Journals, or by means of the bill service, cannot be over-stressed.

The Commonwealth Club Section on Legislation and Elections recently considered the subject of keeping up with bills introduced in the Legislature (see The Commonwealth, Pt. 2, Vol. X, No. 26), and librarians interested in details and suggested changes in present arrangements will find the report instructive.

REPORTS OF COMMITTEES

Executive Committee

At the October Meeting Miss Margaret Miller, President, read a letter dated September 25, 1934, received from the National Association concerning membership dues and budgets. She particularly called attention of the members to the following items in the letter:

(a) The following recommendation adopted by the Executive Board of the National Association on June 22, 1934: "Budget allowances to Local Chapters to be equal to fifteen per cent (15%) of the total sum paid into the National Association by each Chapter, except that no allowance shall exceed two hundred dollars ($200.00) per annum nor be less than twenty-five ($25.00), payment to be made on receipt of estimated needs, accountings to be forwarded to headquarters before checks are issued. Budget payments to Groups to follow the same procedure as for Chapters, the allotments being based on actual requirements."

(b) the recommendation of the Committee on Dues and Budgets, not yet voted on by the Executive Board, that the annual dues of associate members be increased from $1.00 to $2.00.

After a discussion at the October Meeting of the proposed increase in the dues of Associate members, there was a unanimous vote of the members in favor of the present amount of $1.00 per year. The members also agreed that a budget allowance of 15% of the total amount paid to the National Association would be extremely inadequate to carry on the Chapter's current expenses and projects.

Miss Miller reported in a letter to the National Association, dated November 13, 1934, the position of the Sand Francisco Chapter is respect to dues and budgets.

In a letter dated December 6, 1934 the National Association advised Miss Miller that no final action had been taken on the problem of budget allocations by the Executive Board at its meeting on November 24, 1934 and that the entire matter of finances in connection with the Local Chapters was to be considered by a special committee on budgets (Mrs. Fertig, Chairman, Miss Woodward and Mr. Brigham) appointed at the meeting of the Board held on November 24.

Employment Committee

The California State Personnel Board has announced civil service examinations for the following positions on the dates specified below:

January 19, 1935: Junior Dairy Inspector; Boys Counsellor, School for the Deaf; Heavy Power Shovel Operator; Light Power Shovel Operator; Power Shovel Oiler; Assistant Bandmaster, Veteran's Home; Assistant Supervisor of Hospital Attendants, Napa State Hospital; and Livestock Pathologist.

January 26, 1935: Instructor in Shoemaking, Correctional School for Boys; Forestry Equipment Engineer; and Janitress, School for the Blind.

The United States Civil Service Commission has announced examinations for the following positions, applications for which must be filed with the Commission in Washington, D.C. not later than January 30, 1935:

Assistant Director of Grazing, Division of Grazing Control, Department of the Interior; Grazier, Division of Grazing Control, Department of the Interior; Principal Telephone Engineer, Senior Telephone Engineer, Senior Telegraph Engineer, Telephone Engineer, Telegraph Engineer, Associate Telephone Engineer, Associate Telegraph Engineer, and Assistant Telegraph Engineer, all listed positions with the Federal Communications Commission.

Note: The Employment Committee as a matter of policy will report in each Bulletin all California and United States civil service examinations for which there is time to make application after publication of the Bulletin in which they are listed.

NEWS ITEMS

Annual Convention: The Annual Convention of Special Libraries Association in 1935 will be held in Boston, the tentative dates being set for the second week in June.

Note from Out-of-Town Member. Leonora Hering, librarian of the United States Veteran's Hospital, Livermore, California has sent us the following note: "Just received the November Bulletin, which was much enjoyed. The "Gang" all knew me as Mrs. Willems in the days when I went regularly to meetings and was with the San Francisco Chamber of Commerce. I have this job and the one in Los Angeles before this one, as the result of a civil service examination so was glad to see your list of such examinations. They do bring jobs, sometimes long after taken, but always when needed. Sorry I can't ever get to meetings."

LITERATURE

The Banking Situation, by W. Parker Willis and John M. Chapman. Publ. by Columbia University Press. $5.00.

This volume, almost encyclopedic in character, includes a review of the collapse with the legislation which followed; discussion of the structure of the banking system, of chain, group and branch banking, with a geographical analysis of banking facilities; description of investment operationsand portfolios, of real estate loans, of the effect of changes in the security market on bank operations, of the United States Treasury and its relationship to member and central banking.

The writers have had access to much valuable source material accumulated by the Senate Committee on Banking, by the Federal Reserve Board and the Columbia University Department of Banking.

(Library of Federal Reserve Bank of San Francisco)

LOS ANGELES PUBLIC LIBRARY

List of Continuations

For Exchange

Please Note: 1. Publications will be sent to Libraries "Collect". 2. Address requests to Miss Dorothy H. Thompson, Serials Division, Los Angeles Public Library. (3) Requests should be sent in soon.

Acoustical society of America, Journal
v 1 #2, #3 (in 2 pts), Ja and Ap 1930;
v. 2 #1 Jl 1930; v 2 # 3, 4 Ja, Ap 1931

Acoustical Society of America, Transactions
v 29 pt 2 #80, 1928

American Association for promotion of hygiene and public baths, Journal
v 9, 1927

American Breeders association. Report of meeting v. 6, 1909

American Chamber of commerce in Paris. Yearbook 1913

American climatological association. Transactions v 20, 1904

American forest congress. Proceedings 1905

American gas institute. Proceedings
v 4-11, 1909-16

American historical association.
Annual report 1919 (2 vols;
v 2 in 2 pts) 1923.
supplement 1919

American institute of electrical engineers. Transactions
v 21, 1903; v. 22, 1903
v 24- 32, 1905-1913; v 35-41, 1916-1922.

American institute of mining and metallurgical ongineers. Transactions. v 60-76 (1919-28)

American institute of mining engineers
Bulletin no. 25, Ja 1909

American Jewish historical society.
Publications . # 25, 1917

American library association. Papers and Proceedings 37th, 1915

American mining congress. Proceedings of annual convention v. 27 Sept.-Oct1924
Proc. of 3d national standardization conference -1922

American national red cross. Annual report
1925/26
Relief work in the drought of 1930/31; covering activities from Ag 1930 to end of fiscal year Je 30, 1931.

American Petroleum institute. Annual meeti
10th, 1930

American railway bridge and building association. Proceedings. v 22, 1912

American school of classical studies in Rome. Supplementary papers. (Pub. for Archaeological inst. of America) v 1

America society for steel treating.
Transactions. v 16 #1, 2 Jl, Ag 1929;
v 21 #12 Dec. 1933

American society for testing materials
A.S.T.M. standards (Trennial)
1921, 1924

American society of civil engineers.
Transactions. v 58-72, 73-89, 1907-1911, 1912-1926.
Yearbook 1926, 1932
Constitution and list of members 1914

American society of mechanical engineers
Record and index of the transactions, 1931. Transactions 1919-26

American surgical association. Transactions v 31, 1931

American travel book and hotel directory 1922

American yearbook 1915-1919, 1925

Annual statistician and economist. v 15, 1891

Association nationale d'expansion economique. Index to French production 1927, 1929

Bankers almanac and yearbook 1925/26

Bluebook of southern progress 1926

Bradstreet's book of commercial ratings California Ja 1926

Brown's directory of American gas companies and gas eng. appliance catalog. 1920-24, 1926-27

Brown's directory of American gas companies Gas statistics 1914-1919

California avocado association. Yearbook 1930

Coal mining catalogs (Keystone) 1929/30

Columbia University. Studies in history, economics and public law. 1912 v 48 no 1

Columbia University. Teachers College. Contributions to education no. 3

Columbia University. Teachers College International inst. Educational year book 1925

Conference of governors. Proceedings 1908

Conference on motor vehicle traffic. Proceedings 1924.

Consolidated textile directory 1928/29

Convencion bancaria 1924

Credit man's diary and manual of commercial laws for ...(Nat. assn. of credit men, N.Y.) 1922

Daily news almanac and yearbook 1929

Electrical engineering catalog 1929/30

Electrical trade catalog 1929, 1930

Europa year book 1st issue, 1926

Faraday society. Transactions v 27 pt 3 Mar 1931

Gas engineering and appliance catalogue 1927, 1928, 1930

Governmental research conference. Proceedings 1925

Heaton's commercial handbook of Canada 1929, 25th year

Hendrick's commercial register of the U.S. 1923, 31st ed

Hotel book and supply directory 1923

Illinois building and loan association Report v 15, 22, 1906, 1913

Illinois dairymen's association. Annual report v 29, 1903; v 32, 1906

Illinois farmers institute. Report v 35, 1930; v 37, 1932

Illinois state historical society. Transactions v 24, 1933 (Publication no 30 of Illinois historical library) Journal v 22 no 4 Ja 1930; v 23 no 1 Ap 1930

The remainder of this list will be issued with the February Bulletin of the Special Libraries Association.

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SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

FEBRUARY 1935

VOLUME V NUMBER 5

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN FEBRUARY 1935
VOL. V NO. 5

FEBRUARY MEETING

DATE: Tuesday, February 19, 1935

PLACE: Dinner: Milligan's, 3701 Geary Street at Arguella Boulevard, San Francisco, at 6:00 p. m. promptly to allow time to get to the place of meeting at appointed hour. Dinner 50 cents. (Take "B" or "C" Geary Street car)

Meeting: San Francisco College for Women, Lone Mountain, San Francisco, at 7:30 p. m. (Members who do not join the group at dinner should take the No. 31 car which runs directly to the College, and get off at Masonic Avenue)

SPEAKER: Monsignor Gleason, who occupies the Chair of History at the San Francisco College for Women and who gave the books which form its library, will speak on his experiences in book collecting and about the College library.

The San Francisco College for Women was opened in January, 1933. Its library has approximately 50,000 volumes on literature, history and other general subjects. The collectio is especially noteworthy in American history and Californiana. Among the library's holdings are many rarities, such as the two illuminated manuscripts and the 35 items of incunabula.

RESERVATIONS: Reservations for dinner should be made through Miss Margaret Hatch, Metropolitan Life Insurance Company, DOuglas 7000, not later than Monday, February 18th.

NEWS ITEMS

American Standards Association. Records of requests answered during the past year show that an increasing number of the members of American Standards Assoc ation is using the service of the ASA Library.

Questions answered by the library vary from simple requests for copies of American and foreign approved standards to complicated problems which require highly technical and specialized research. Files of all national standards of 26 countries which have national standardizing bodies are maintained in the ASA Library through an exchange arrangement. A collection of approximately 20,000 pamphlets and books on standardization are in the library and are available for the use of members of the Association. In addition to the loan and sale of standards, special reference work is done by the library staff for members of the Association. Typical of the work done by the library is a collection of all existing standards on coal-tar solvents from all foreign countries and the United States which was brought together as the result of an inquiry.

Annual meeting of First District of California Library Association. The Annual meeting of the First District of the California Library Association will be held at Stanford University of Saturday, April 13, 1935. The program has not yet been completed, but it is probable that the meeting will open at 10:30 a. m.

REQUEST FOR INFORMATION

The Editor has received a request for an appraisal of the value of the following publication:

CYCLOPEDIA OF STOCK MARKET PRACTICE. Published by American Institute of Finance, Boston. Complete. Good condition. Rare. Published at $40.00

Members who may be in a position to set a value on this publication, or who know persons qualified to do so are asked to communicate at their earliest convenience with the Editor.

LITERATURE

Agricultural Library Notes. Two new systems of classification, one for forestry and one for agriculture, are reviewed in Agricultural Library Notes, December, 1934, pages 451-455.

The classification scheme of forestry brings together all phases of knowledge in any way relating to forestry, which in the Dewey Decimal classificatio are scattered among economic, botanical, zoological, chemical technological and other larger divisions. The new classification is in German, is provided with an index and a geographical index. It is the work of a committee consisting of Dr. Flury, Switzerland, Secretary, and Professors Troup of England, Jodlinski of Poland, Perrin of France and Weber of Germany.

The classification on agriculture is the work of the Librarian of the International Institute of Agriculture, Rome and is the result of years of study. The book is written in French, German and English with a separate index for each language. The parallel columns giving French, German and English terms would be useful in translation as well as in classification.

Thelma Hoffman, Shell Chemical Company.

Sources of Weekly and Monthly Indicators of Business Activity. The purpose of the following brief bibliography is to show where business data are currently found. For this purpose the Pacific Coast edition of the Wall Street Journal was relied on to the exclusion of other newspapers, although the same data are often available as of the same date in other daily papers. The material may be found also in such weekly periodicals as the Annalist, the Commercial and Financial Chronicle and the Department of Commerce, Weekly Survey of Current Business. Those weekly journals, however because of their publication dates and their late arrival on the Pacific Coast, have not been used as current sources.

	Date of Publication	Where Published
BANKING AND FINANCE		
Bank Credit		
Weekly statement Federal Reserve banks	Friday	Wall Street Journal
Weekly statement Federal Reserve Bank of S.F.	"	"
Changes in reserve credit Federal Reserve banks	"	"
Changes in Twelfth District credit Federal Reserve Bank of S. F.	Monday	"
Brokers' Loans	Friday	"
Foreign bank statements Bank of England Bank of France Reichsbank	Saturday	Commercial and Financial Chronicle
Gold Movements Federal Reserve Bank of New York	Friday	Wall Street Journal
Government Corporations and credit agencies, U.S. Treasury Department	About the 28th	C. and F.C.
New Financing	First week of the month	"
Public Debt U.S., preliminary Treasury Department	About the middle of the month	"
Stock and Bond Averages Dow-Jones	Daily	Wall Street Journal
PRICES		
Fisher's Index of Commodity Prices	Monday	Wall Street Journal
National Fertilizer Association, index of commodity prices	Tuesday	"
National Industrial Conference Board cost of living index	About 10th of the month	"

	Date of Publication	Where Published
INDUSTRY		
Electric Power Production Edison Electric Institute	Thursday	Wall Street Journal
Employment Statistics U.S. Department of Labor	About 18th to 25th of month	"
California State Department of Labor	About 17th of the month	Daily Press
Lumber Statistics West Coast Lumberman's Association	Tuesday	Wall Street Journal
Oil, Crude Output California Oil World	Monday	"
American Petroleum Institute	Wednesday	"
Oil, U.S. Gasoline Stocks American Petroleum Institute	Wednesday	"
Steel, Rate of Operations American Iron and Steel Institute	Tuesday	"
Iron Age	Thursday	"
TRADE		
Bank Debits - 14 California Cities Federal Reserve Bank of S.F.	Monday	"
Carloadings Association of American Railroads	"	"
Department Store Sales Twelfth Federal Reserve Dist. and U.S. Federal Reserve Bank of S.F.	12th of the month	"

Prepared by the Library of the Federal Reserve Bank of San Francisco.

Illinois state horticultural society
Transactions v 55, 1910, v 57, 1912

Indiana historical collections
v. 17, 1930 (Constitution making
in Indiana - Kettleborough.

Institute of international relations
(Calif) Proceedings 2nd session, 1927

Institute of radio engineers. Proceedings v 8 no 1, 3, Feb, Je 1920; v 10
no 4, 5, Ag, Oct 1922; v 11 no 3-5,
je, Ag, Oct 1923

International electrical congress.
St. Louis. Transactions 1904- 3 vols.

International institute of agriculture
Annuaire international de legislation
agricole 1928 v 18

International railway fuel assn.
Proceedings v 11, 1919

International town planning conferences
Report 1925

Investment bankers assn. of America.
Proceedings 17th 1928

Iowa academy of sciences. Proceedings
v 35, 1928 (42" sess) v 36, 1929
(43" sess)

Iowa state agricultural society.
Reports 1879, 1880, 1881-86, 1887
1888.

Kansas st. horticultural society.
Biennial report v 35, 1920

Kansas bankers association. Proceedings 1914-18

Kansas state historical society.
Transactions v 4, 1886-88; v 10,
1907-8

Kansas state historical society.
Publications v 2, 1920

Kelly's directory of merchants, manufactur
and shippers of the world, 1921, 1923,
1924 (each in 2 vols.)

Keystone coal buyers catalog. 1927

Labour and socialist international.
Report and proceedings of congress
v. 1 and 2, 1928 of 3d congress.

Labour party (British) Report of annual
conference v 26, 1926

League of nations. Monthly bulletin of
statistics v 10 no 5 My 1929

Lloyd's register of American yachts 1911

Lloyd's register of shipping v 1 1922;
v 2 1923

Manual of statistics and stock exchange
handbook 1902, 1903

Metal quarry directory 1928

Mill supplies catalog and directory
v 24, 1930/31; v 25, 1932

Mineral industry
v 28-30, 32-37, 1919-1921, 1923-1928

Mississippi Valley historical association.
Proceedings 1st-3d, 1907/08- 1909/10

Missouri horticultural society. Annual
report 47-49 (1904-06)

Montana farmer's institute. Report
1902, 1903, 1904.

Montana horticultural society. Proceedings
v 15, 1912

Montgomery, R. H. Income tax procedure.
1923, 1925

Monograph series (was White pine monograph series) v 15 no 2, 3 (1926)

Moody's manual
Industrials 1931
Public Utilities 1924-30
Steam railroads 1926

Mundy's earning power of railroads 1926-28

National city bank of New York. Foreign commerce series no 1-3

National commercial gas association Proceedings v 10, 1914

National conference on city planning Planning problems of town, city and region. Papers and discussions 1928

National congress of parents and teachers. Proceedings v 29, 30, 1926

National education association of the U.S. Journal of proceedings 1911, 1915

National electric light association Proceedings v 34, 1911; 36, 1913(4 vol) v 41-43, 1918-20; 50-51, 1927-8)

National league for the protection of the family. Report 1905-10

National mining congress. Report of proceedings 1891

Naturalists directory (S.E. Cassino) 25th ed. 1931

Nebraska building and loan association Annual report v 14, 22, 27, 1906, 1914 1919

Nebraska state horticultural society. Annual report 1898-1913, 1917, 1921

New York building and loan and cooperative savings and loan associations. Annual report of the supt. of banks. 1904, 1907, 1914

New York state agricultural society. Transactions 1867 pt 1, 2

New York zoological society. Zoologica, scientific contributions of ... (Indexes only) v 1 #1-20 Sept 1907- Je 1915; v 2 #1-18 Oct 1915- Ag 1923; v 3 #1-23 Sept 1921- Oct 1923; v 4 #1-5 Dec 1923- Sept 1926; v 5 1-21 Dec 1923- Mr 1925

North American civic league for immigrants. Report 1918-1919

North Carolina historical commission. Publications nos. 1, 2, 6

North Carolina historical society. James Sprunt historical publications v 12 no 2

Official American textile directory 1928, 1929, 1930

Official digest of the world (Amer. statesman's yearbook) 1912

Official good roads year book of the U.S. 1915

Ohio legislative history (Mercer, Jas. F.) v 6 1925/26

Ohio building and loan associations. Report v 15, 17, 18, 23, 31, 1905, 1907,1908, 1913, 1921

Pacific coast assn. of port authorities Proceedings 5th annual convention 1918

Pacific coast electrical association. Annual convention proceedings 8th, 1924 10th 1926, 12th-14th, 1928-30.

Pacific ports manual
7th ed. 1921

Pan American medical congress Bulletin
v 47 Jl-Dec 1918

Phi Rho Sigma history and directory
1912

Philharmonic orchestra of Los Angeles
Descriptive programs 1922/23, 1930/31,
1931/32

Poors and Moody's manual consolidated
Public Utility section 1921-22

Poors .. Railroad and Bank sect 1927

Poors public utility section 1925-28

Poor's industrial section 1928 pt3

Royal society of Canada. Proc. and
trans. v 26, 3d series My 1932

Seismological society of America.
Bulletin v 19 no 3 Sept 1929

Smithsonian institution. Annual report
of the board of regents 1926/27

Society of automotive engineers.
S.A.E. handbook 1929 ed.

Standard statistics co. Standard bond
descriptions. Index and ratings
3 loose leaf folders A-F, G-N, O-Z.

Standard stock offerings v 13 -14
1927; v 16 1928

State register and yearbook of facts
S. F. 1857, 1859

Statesman's yearbook 1922-23, 1925-26,
1928

Trust companies in the U.S. 1913,-16,
1919-20

U.S. Brewers association Yearbook 1915

Vermont historical society.
Proc. 1919-20, 1923-28, n s v 1 no 1
1930

Victorial yearbook 1911-12, 1912-13

Vincent and Hurlbut. Lesson commentary
on international sunday school lessons
1887

Walkers manual of Calif. securities
1909, 1914-25

Walkers manual of Pacific coast securities
including Calif. 1926-30

Western printing trades blue book 1923

Who's who 1919, 1924-26, 1928

Who's who in America 1922/23, 1924/25

Who's who in Los Angeles county
1926/27, 1927/28

Wisconsin academy of sciences, arts
and letters Bulletin 1871 no 4-5
(Feb. July)

World almanac 1921, 1922, 1924-31,
1932, 1933

Young men's Christian association.
Yearbook 1926/27

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

MARCH 1935

VOLUME V Number 6

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN MARCH 1935
VOL. V NO. 6

MARCH MEETING

DATE: Tuesday, March 19, 1935

PLACE: Foster & Orear, 216 Stockton Street, San Francisco
Dinner, 60¢, promptly at 6:00 o'clock p. m.

SUBJECT: Special Librarianship as a Career.

Students of the School of Librarianship, University of California, will meet with the Association.

Arrangements have been made to devote this meeting to brief talks and general discussion concerning the collections and daily activities of special libraries in the Bay District in order to acquaint the students with the special library field.

We hope for a full Association attendance, as we wish to have all types of libraries represented in the general discussion of special library work.

RESERVATIONS: Reservations for dinner should be made with Miss Margaret Hatch, Librarian, Metropolitan Life Insurance Company, DOuglas 7000, not later than Monday, March 18th.

SCHOOL OF LIBRARIANSHIP OF UNIVERSITY OF CALIFORNIA

Miss Katherine Anderson
Instructor, School of Librarianship

The School of Librarianship of the University of California is now in its seventeenth year, and has thus far granted 520 Certificates in Librarianship for the successful completion of the first year curriculum, and 20 Master of Arts degrees for two years of graduate work in librarianship. It is one of the six schools in the country offering a two-year curriculum leading to the master's degree. As the enrollment for the first year's work is limited to fifty students, it is possible to select the most promising from a list of candidates which usually includes three or four times that number. Although the curriculum has been designed to give students the basic training necessary for all types of library work, and has permitted little specialization, four or five classes up to and including 1931-32 were privileged to hear several lectures on Special Library Administration by Miss K. Dorothy Ferguson of the Special Libraries Association of San Francisco. These had to be discontinued after 1932 because of the decreased budget. However, this spring semester, 1935, one section of the

class in Book Selection, given a choice, elected to spend one period each week on the study of Special Library collections. The history of the movement has been traced through the back files of SPECIAL LIBRARIES and the LIBRARY JOURNAL, and the manuals, guides and bibliographies published by the Special Library Association have served as texts. Individual problems, varying according to the types chosen for observation, with visits to special libraries of the Bay Region, will complete the term's work. It is hoped that these slight beginnings may, in future years, develop into greater opportunities for specialization for those students particularly interested in special library work.

QUALIFICATIONS FOR WORK OF SPECIAL LIBRARIAN

Miss K. Dorothy Forguson
Librarian, Bank of America, San Francisco

Salesmanship. Special library work is not an occupation for which a simple application can be made. Nine times out of ten you will have to SELL THE JOB. That is, the applicant must convince the potential employer that he needs this special department which can

1. Make his information files talk.
2. Collect source material.
3. Keep in touch with other special research bureaus and make their findings available to his organization.

Then you will have to SELL YOURSELF as the person to fill the job, competing with the secretary or file clerk whom the manager would like to promote or with the young man who has a degree in economics and who seems promising to the executive. Unless you sell yourself as the person needed, you will find that the job which you have created will be given to another individual who may not have the natural abilities and proper training for special library work.

Scholastic Equipment. Specialization in some general field, such as literature, the biological sciences, chemistry and physics. Sound training in economics and political science in order to be able to understand what is going on in the world today.

Knowledge of how to present you findings in clear, chart-like reports.

Personal Equipment. Aggressiveness. Ability to survey quickly any situation and to see its possibilities for service.

"It". The director of one library school has said, "All agree that there is no place now-a-days in the library profession for the shrinking violet type."

Experience. Previous library experience is valuable to one entering the special library field. It is helpful to be familiar with all library routine.

These are a few thoughts gathered from discussions with the directors of three leading library schools and from my experience in trying to sell special libraries and special librarians in New York City in connection with the project to promote the establishment of special libraries in trade associations in the interest of finding positions for unemployed librarians which was financed by the Carnegie Corporation.

ITEMS OF NEWS

The Annual Convention of Special Libraries Association will be held in Boston, at the Hotel Statler, on June 11, 12, 13 and 14. Miss Nello Wilson will receive announcements from the News and Travel Committees for the Convention which may be borrowed by any members who are interested or she will answer inquiries by telephone (Exbrook 6533).

The National Association has advised Local Chapters that the final report of the Special Committee on budgets for the Chapters will be presented at the time of the Annual Convention. Local budgets for the first six months of 1935 will be based on membership data as of November 17, 1934 following the practice of previous years.

The Annual Meeting of the First District of the California Library Association will be held on Saturday, March 30th, instead of on April 13th as previously announced. The meeting will be held at Stanford, beginning at 10:30 a. m. in the University Library, where members will be greeted by Mr. van Patten. All departments of the Library will hold open house. The business meeting and program will follow immediately after the luncheon, which will be in Stanford Union at 12:30 p.m.

The Special Libraries Association is planning to provide through a TECHNICAL BOOK REVIEW INDEX a needed tool for all interested in technical literature. This publication, to be issued ten times a year, will list, by author, technical books reviewed in current periodicals, giving author, title, date, publisher, prices(when possible), full details of the source of the review or reviews, a brief informational abstract of sufficient definiteness to be of use to libraries where the original review is not available, and a general subject index. The October 1934 and January 1935 issues of Special Libraries contain articles covering the details of this development. The subscription price has been set at $5.00 per year. Publication is dependent upon obtaining adequate support.

REPORTS OF COMMITTEES

Employment Committee. It has been found that too much space is required to list the titles of all pending Federal and California Civil Service Examinations in the Bulletin. The Committee suggests that libraries serving a group of people who would be interested in announcements of such examinations request the United States Civil Service Commission, 995 Market Street, San Francisco and the California State Personnel Board, Sacramento, to place them on mailing lists to receive copies of all announcements.

Membership Committee. Following is a record of members as of March 1, 1935:

Total membership	73	(1935 dues paid by 47, unpaid by 26)
Associate members	47	(1935 dues paid by 24, unpaid by 23)
Active members	21	(1935 dues paid by 19, unpaid by 2)
Institutional members	5	(1935 dues paid by 4, unpaid by 1)

Membership Committee(Continued)

Members are asked to send in their dues immediately, directed either to the Secretary, Special Libraries Association, 345 Hudson Street, New York City, or to Miss Katharine Reinau, 208 Panoramic Way, Berkeley. Associate members are urged to change their membership to the active class, if possible. Special Libraries, published ten times annually, is sent to active members without a subscription charge.

New members of the Association

Miss Annie M. Avakian, Institute of Forest Genetics, Placerville, California
Miss Alva Alison Brown, Oakland Tribune, Oakland.
Miss Mary H. Lathe, 231 Giannini Hall, University of California, Berkeley.
Mrs. W. C. Root(formerly Pauline Dikeman) 80 Federal Street, Brunswick, Maine.

PUBLICATIONS AVAILABLE UPON REQUEST

If you wish to acquire any of the following publications, communicate at once with Mrs. Mildred C. Chamberlin, Chairman, S.L.A. Duplicate Exchange Committee, Business Branch of the Library, 34 Commerce Street, Newark, New Jersey. This material is being distributed free, except for mailing charges.

American chain of warehouses membership directory, 1930
Aviation register 1931
Canners directory 1932
Clark's grocery zone and data book 1929
Dartnell - Sales executives library
Electrical trade catalogs 1931
Facilities for establishment of factories in South Africa 1928
Incorporated accountants' yearbook 1931
National Underwriter Co. - Argus casualty and surety chart 1033
National Underwriter Co. - Underwriters handbook of Iowa 1930-31
Seed trade buyers guide 1933
University of Denver - Employment and earnings in Denver 1934
University of Kansas - Kansas industrial welfare act, June 1934

Note: This is a partial list of publications reported by the Duplicate Exchange Committee. Members may review the complete list which is in the hands of the Editor.

OFFICERS AND CHAIRMEN OF COMMITTEES

President.....Miss Margaret Miller
Standard Oil Company of California
225 Bush Street, San Francisco
SUtter 7700

Vice-President and Editor.....Miss Nello Wilson
San Francisco Stock Exchange
155 Sansome Street, San Francisco
EXbrook 6533

Secretary and Treasurer.....Miss Katharine Reinau
Chemical Library Service
208 Panoramic Way, Berkeley
THornwall 0837

Member of Executive Committee .....Miss Elizabeth Holden
Federal Reserve Bank of San Francisco
Sansome and Sacramento, San Francisco
SUtter 8420

Employment Committee.....Miss Margaret Hatche
Metropolitan Life Insurance Company
600 Stockton Street, San Francisco
DOuglas 7000

Membership Committee .....Miss Helen Mayden
Bank of America
1 Powell Street, San Francisco
DOuglas 6112

Methods Committee.....Miss Vera Slaughter
2008 McGee Avenue, Berkeley
THornwall 2701

Program Committee.....Miss Margaret Hatch

Publicity Committee.....Mrs. Milton S. Cusack
U.S. Bureau of Foreign and Domestic Commerce
Customs House, San Francisco
DOuglas 8324

Union List Committee.....Mrs. Agnes Reinero
Pacific Gas and Electric Company
245 Market Street, San Francisco
SUtter 4211

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

APRIL 1935

VOLUME V NUMBER 7

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN VOL. V — APRIL 1935 NO. 7

APRIL MEETING

Date: Tuesday, April 16, 1935

Place: Foster & Orear, 216 Stockton Street, San Francisco
Dinner, 60¢, promptly at 6:00 o'clock,p.m.

Speaker: Mr. S. B. Dickson, who has written plays and dramatic sketches for the National Broadcasting Company for some years, will address the Association on the subject of "Problems of Radio Drama".

Reservations: Reservations should be made with Mrs. Frances Lewis, Commonwealth Club, Douglas 4903, not later than Monday, April 15, 1935.

REVIEW OF MARCH MEETING

The meeting on March 19th was arranged to present to students of the University of California School of Librarianship information about the special libraries of the Bay Region. In the afternoon preceding the meeting the students visited the libraries of the following organizations:

California State Chamber of Commerce
Pacific Gas and Electric Company
Standard Oil Company of California
Wells Fargo Bank and Union Trust Company
Commonwealth Club of California.

At the evening program the following members gave talks about their libraries:

Miss Anita Levy, Business Branch of San Francisco Public Library
Mrs. Mary O. Carmody, Mechanics Mercantile Library
Miss Elizabeth Holden, Federal Reserve Bank of San Francisco Library
Miss Thelma Hoffman, Shell Chemical Company Library
Miss Ava Brown, Oakland Tribune Library
Mrs. Leonora Hering, U.S. Veteran's Hospital Library, Livermore
Miss Schofield, U.S. Forest Service Library,
Miss Margaret Hatch, Metropolitan Life Insurance Company Library

REPORT FROM COMMITTEE

Methods Committee. The April meeting of the Methods Committee will be held on April 16th, from 5:00 to 6:00 o'clock p.m., at Foster & Orear, 216 Stockton Street, San Francisco.

The last meeting of the Methods Committee was held on March 26th between 5:00 and 6:00 p.m. in the Board Room of the Mechanics Institute with nine members present. General bibliographies, indices and finding lists to current state documents were examined. A consideration of the State Document Center Plan as applied to the problem of special libraries followed. With a view to ascertaining the feasibility of co-ordinating information on state documents owned by libraries of the Bay Region, Mrs. Amy Caya was appointed to report on the Document list sponsored by the C. W. S.; and Miss Anita Levy was appointed to report on the document policy of the San Francisco Public Library. It is hoped that at the conclusion of

the Committee's consideration of state documents it will be possible to publish a bibliography of bibliographies and indices to state documents.

Miss Vera Mae Slaughter, Chairman of the Methods Committee, may be reached at the Standard Oil Company of California, Geological Division, Sutter 7700, Local 346.

ITEMS OF NEWS

Word has been received from Miss Margaret Rooney that she is now associated with the California Liquor Industries Association as librarian. This organization, with offices at 1710 Russ Building, San Francisco, and at 308 Subway Terminal Building, Los Angeles, was incorporated under the laws of California on January 3, 1935. It represents the four major groups of the hard liquor industry in the state of California: distillers, rectifiers, wholesalers, importers and the allied trades (bottlers, lithographers, etc. The purposes of the association are primarily educational. In this connection, it expects to build up and disseminate an accurate body of information covering all branches of the industry and to make this information available to members of the industry and to other interested persons. With this aim in view there already has been compiled a subject bibliography comprising over 200 titles of the more important works on liquor control and related subjects, which is on file in the offices of the Association. At present there are on file also a complete set of the Liquor Control Service of Commerce Clearing House, the leading liquor journals and about 30 books. The official organ of the CLIA is Western Beverage, published in Los Angeles. The Association releases a bi-monthly information bulletin to its members which is entitled Liquor Lines.

PUBLICATIONS OFFERED FOR SALE

Miss K. Dorothy Ferguson, Bank of America Library, has reported the following collection of The Financial Chronicle and Supplement, indexed, which is for sale at the rate of $5 per year or at $150 for the lot, the purchaser to bear the cost of removal from 225 Bush Street, San Francisco.

> 137 volumes of the Financial Chronicle and Supplement, indexed, from 1895 to 1928, inclusive. 16 of these will need re-backing because of their age. The last 73 or latest editions are three quarter brown leather, 71 of which are in perfect condition.

LANE MEDICAL LIBRARY

Miss Louise Ophuels, Librarian

The Lane Medical Library of Stanford University was founded by the Directors of Cooper Medical College in 1906 as provided by the will of Mrs. Levi Cooper Lane. At that time the library contained about 8,000 volumes, to which was added the library of the New York Hospital containing about 27,000 volumes, purchased from the New York Academy of Medicine. It has now grown to about 83,000 bound volumes and many uncounted dissertations, pamphlets and reprints. The library receives by subscriptions and by gift about 600 current periodicals. The files of periodicals, which constitute the most important part of a medical library, are exceptionally fine, most of them being complete. Two collections are of special importance, the Barkan library of Ophthalmology and Otology, and the Historical section, both of which are the gifts of and are endowed by Dr. Adolph Barkan.

The library is supported by Stanford University, the Lane endowment, various funds, membership and gifts. The library is for the use of the staff of Stanford University and its students, the teaching staff of the University of California and the Medical Profession of the Western section of the United States. Books and journals ane sent on loan to Oregon, Washington, Utah, Anizona and Southern California.

The Lane Medical Library is the medical department of the Stanford University Library and is one of the largest medical libraries connected with a University. It is housed in its own building, erected in 1912, which is located at Sacramento and Webster Streets, San Francisco. The library has six floors of stacks, one large general reading room and a special room for the Historical section.

Library hours are 8:30 a. m. to 9:30 p. m. daily except Saturday, when the library is open from 8:30 to 5:00 p.m., and Sunday, when it is closed.

HOSPITAL LIBRARIES

Mrs. Leonora Hering, Librarian
U.S. Veterans Administration
Hospital, Livermore, California.

The hospital library is the nearest thing I know to being a perfect hybrid between a general and a special library. General in the fact that it contains something in every main division of Mr. Dewey and much fiction besides, but special in its medical collection, and in the very specialized group it serves -- usually men only, or women only, with a bias of tuberculosis, neuropsychopathic or heart disorders.

The hospital library is a great deal more than a pleasant accessory to convalescence. It has a very definite therapeutic value, even to those seriously ill, especially in diseases of long duration. Its purpose is fourfold; to release the mind from the worry and pain of reality, so that nature may work unimpeded on the body; to quiet the nerves and induce mental rest or sleep; to keep the patient in touch with the outside world; and to train for hobbies or even new occupations when the person is restored to health. In addition the librarian is expected to be able to settle all arguments of fact; to know everything about politics, economics, literature, new books and authors and every book mentioned on every radio program!!

Books purchased and accepted as gifts must always serve one or more of these purposes. There are some "must-nots" that have to be observed in the selection of subjects: no stress on suicide, no morbidness, no undue emphasis on sex, and in the cases of neuropsychopathic patients, little excitement and no religion.

The medical collection is usually not large, but specialized. It includes the current publications in the field the hospital covers and some general basic material. Sometimes research is required on the part of the librarian and she must know what facilities the nearest large city medical library offers, so that she can direct the doctor who really wishes to track down a subject. It must be borne in mind that most of the staff, especially in U.S. Government hospitals, are not local people, and do not know the nearby available sources.

The work includes everything --- purchase, classification, cataloging, desk distribution and ward service from a cart for those unable to come to the library, suggestion and direction of reading, research, correspondance regarding gifts, care and distribution of periodicals and book repair. In county hospitals the librarian is sometimes also a teacher, or she may be librarian and secretary to the manager. In these cases there will be volunteer patient helpers. The collection in county hospitals may be a branch of the county library, or a donated assortment, or both. Sometimes it is entirely made up of discards, for after TB patients have the books, they are not thought desirable elsewhere. This makes the collection often hit-and-miss and in poor condition, and it is up to the librarian to mitigate this unfavorable situation with a bright and helpful personality!

In U.S.Veterans and Navy hospitals the postion of librarian is full-time with salary from $1800 to $2160 per year, and some assistance, paid or volunteer, depending on the size of the hospital. Collections range from 3500 to 10,000 titles. Army, Public Health and Marine hospitals now have librarios staffed with volunteer Red Cross or patient helpers, but when the present curtailment programs pass, probably there will again be train librarians in these.

There are in California as far as I know, no private hospitals having librarians on their payrolls. I believe that they could be sold the idea by the right type of personality, especially if two or more hospitals could have a librarian between them, and the county or city library furnish the initial collection. Hospitals whose patients remain a long time -- tuberculosis, neuropsychopathic, heart or other chronic conditions -- are the best fields. The personal qualifications would be: good health, enthusiasm, tact, cheerfulness, patience and good judgement,

Civil service examinations are offered for the Veterans Administration hospital library service, and it is a good plan to try one, just ot see what one can do with it. There are 78 Veterans Administration hospitals in the country, 5 in California, each having 1 or more librarians. The position of librarian rates with the chief nurse and other staff chiefs, under direct supervision of the manager. It is a position that commands respect, responsibility and privilege quite beyond what is implied by the salary. Hours are good, pay not bad and accomodations usually excellent. The associations are nice, the job as secure as anything can be in this changing world.

For all-round satisfaction in the knowledge of service appreciated and the sense of really doing some good in one's small corner of life, I know of no other special library field that can come anywhere near it.

Suggested Reading List

Jones, Edith: The Hospital Library A. L.A. 1923

Pamphlets and Reprints

A. L. A. Hospital library committee: Hospital Library Service (1929)
Webb, Gerald B., M.D. : The prescription of literature Trans. Amer. Assn physicians vol. xlv p. 13 (1930)
Pomeroy, Elizabeth: The librarian and the social worker in the hospital. vol. 25 1930, p. 365, Hospital Social Service.
DuBois, Isabel : Naval Hospital Libraries, from Feb. 1930 Hospital Management

The following are all from the U.S.Veterans Administration Medical Bulletin:

April 1930	p. 331	Library as a factor in U.S.V.B.Hospitals
June 1930	p. 515	Treatment value of hospital libraries.
Oct. 1930	p. 901	Discrimination necessary in circulating books to TB patients.
Dec. 1930	p. 1088	Motivation of reading among neuropsychopathic patients
Feb. 1931	p. 180	Library activities in neuropsychopathic hospitals
Aug. 1931	p. 779	Choice of reading matter by neuropsychopathic patients.
Oct. 1931	p. 986	Hospital libraries
Nov. 1931	p. 1086	Therapeutic value of properly selected reading.
Dec. 1931	p. 1214	Selecting books for the neuropsychopathic patient.
Jan. 1932	p. 83	Selection of books for hospitalized readers.
April 1932	p. 321	Reading for tuberculosis patients.
July 1932	p. 77	Therapeutic value of light fiction.
April 1934	p. 352	Philately as a phase of bibliotherapy.

Lists of Books for Hospital Libraries

Booklist, A. L. A.
March 1931; March and November 1932; May and November 1933; June and December 1934.
Jones Perrie: 2500 Books for the prison library(also suitable for hospital readers) Harrison and Smith - Minneapolis, 1933.
Frankenberger, Charles: A suggested hospital medical library/ Reprinted from vol. 16 p 30-44 Bulletin of American College of Surgeons June 1932.

PERIODICALS TO BE DISCARDED

The following periodicals are to be discarded by the Shell Oil Company Library, 100 Bush Street, San Francisco. Send requests for any of this material to Miss Dorothy Krisher.

PERIODICAL	YEARS
Adjustable Stock Ratings	1931-1934 BF
American Accountant	1930-1933 BF
Automobile Trade Journal	1929-1934 BF
Automotive Industries	1934 complete
Aviation	1934 BF
Business Week	1929-1933 BF, 1934 complete

PERIODICAL	YEAR
California Journal of Development	1929-1934 complete
Chemicals	1929-1933 BF
Class and Industrial Marketing	1930-1933 BF
Commerce Reports	1929-1931 BF, 1932-1934 Complete
Economist	1928-1934 BF
Electrical World	1933 BF
Fuels and Furnaces	1929-1933 BF
Gas Age Record	1930-1932 BF
Heating, Piping and Air Conditioning	1930-1931 BF
Industrial Power	1929-1933 BF
Instruments	1930-1931 BF
Lubrication and Maintenance	1934 complete
Metals and Alloys	1929-1932 BF
Mines Magazine	1931-1932 BF
Monthly Return of Foreign Trade of Japan	1930-1933 complete, 1934 BF
Monthly Summary of Foreign Commerce in U.S.	1927-1930 BF
Motor Land	1926-1929 BF, 1930-1934 complete
Motor West	1927-1933 BF
Motor World Wholesale	1930-1932 BF
National Petroleum News	1934 complete
Nations Business	1932-1934 complete
News and Events of California Petroleum Industry	1934 complete
Official Aviation Guide	1930-1933 complete
Office Appliances	1929-1933 BF, 1934 complete
Oil and Gas Journal	1934 complete
Oil, Paint and Drug Reporter	1929-1931 BF, 1932-34 complete
Oil Weekly	1929-1933 BF
Oxyacetylene Tips	1930 BF
Pacific Constructor	1931-1933 BF
Pacific Shipper	1930-1934 BF
Petroleum Age	1934 BF
Petroleum Engineer	" "
Petroleum Marketer	" "
Petroleum World	1934 complete
Petroleum World (London)	1927-1932 BF
Petroleum Zeitschrift	1929-1931 BF
Railway Age	1929 BF, 1930-1934 complete
Refiner	1929-1934 BF
Service Station News	1928-1934 complete
Signs of the Times	1929-1934 BF
System and Management	1929-34 BF
Transit Journal	1932-1934 BF
Western Construction News	1929-1934 BF
Wood Preserving News	1928-1934 BF
World Petroleum	1931-1933 BF

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Secretary and Treasurer.....Miss Katharine Reinau
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208 Panoramic Way, Berkeley
THornwall 0837

Member of Executive Committee .....Miss Elizabeth Holden
Federal Reserve Bank of San Francisco
Sansome and Sacramento, San Francisco
SUtter 8420

Employment Committee.....Miss Margaret Hatche
Metropolitan Life Insurance Company
600 Stockton Street, San Francisco
DOuglas 7000

Membership Committee .....Miss Helen Mayden
Bank of America
1 Powell Street, San Francisco
DOuglas 6112

Methods Committee.....Miss Vera Slaughter
2008 McGee Avenue, Berkeley
THornwall 2701

Program Committee.....Miss Margaret Hatch

Publicity Committee.....Mrs. Milton S. Cusack
U.S. Bureau of Foreign and Domestic Commerce
Customs House, San Francisco
DOuglas 8324

Union List Committee.....Mrs. Agnes Reinero
Pacific Gas and Electric Company
245 Market Street, San Francisco
SUtter 4211

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

B U L L E T I N

~~MAY~~ 1935

VOLUME V NUMBER 8

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO

BULLETIN MAY 1935
VOL. V NO. 8

MAY MEETING

Date: Tuesday, May 21, 1935

Place: Foster & Orear, 216 Stockton Street, San Francisco
6:00 o'clock p. m. Dinner 55¢.

Program: Chairmen of Committees will report on the work of their respective groups during the past year.

In accordance with the provisions of the Constitution of the Association the annual election of officers will be held at the May Meeting.

Reservations: Reservations for dinner should be made with the Chairman of the Program Committee, Miss Margaret Hatch, Metropolitan Life Insurance Company, DOuglas 7000, not later than Monday, May 20th.

REPORT OF NOMINATING COMMITTEE

Miss Miller appointed Miss Katharine Reinau, Mrs. Amy Caya and Miss Anita Levy as the Nominating Committee for 1935. The Committee has submitted for the consideration of the members the following list of candidates for the offices of the Association for the year July, 1935 to June, 1936:

President:	Miss Nello Wilson San Francisco Stock Exchange
Vice-President and Editor:	Miss Veronica Sexton California Academy of Sciences
Secretary-Treasurer:	Mrs. Frances Lewis Commonwealth Club of California
Member of Executive Board:	Miss Louise Ophuels Lane Medical Library

Provisions of the Constitution and By-Laws which relate to officers and elections are given below:

Constitution - Article III

Section 1. The officers of the Association shall be a President, a Vice-President, a Secretary-Treasurer, who with two additional members, one of whom shall be the past President next preceding the election, shall constitute an Executive Board, in which the government of the Association shall be vested. They shall be elected by a majority vote of the members present at the annual meeting.

Section 2. The term of each office shall be from July to June.

Section 3. A vacancy in any office shall be filled by the vote of the Executive Board.

By-laws - Article I

Section 1. A quorum shall consist of fifteen members.

By-laws - Article V

Section 1. This Association shall be governed by Robert's Rules of Order, Revised.

REPORT OF EXECUTIVE BOARD

Our Executive Board wishes to give the National Association the utmost cooperation in the effort which is being made to improve its financial position. Members are urged to consider carefully the letter dated April 24, 1935, which Miss Ruth Savord, President, directed to all members of the Special Libraries Association and are asked to make suggestions at the May meeting as to methods by which we can not only contribute more financial assistance to the National Association but also add directly to the income of our Chapter.

Miss Miller would like to have any members who are planning to attend the Annual Conference of the Special Libraries Association in Boston in June communicate with her as soon as possible.

REPORT OF METHODS COMMITTEE

The April meeting of the Methods Committee was held on Tuesday, April 16, 1935, between 5:00 and 6:00 o'clock p. m. with six members present.

Mrs. Amy Caya reported on the CWS State Documents project which has been sponsored by the School of Librarianship of the University of California, Berkeley. The manner in which state and municipal documents are handled in the San Francisco Public Library was discussed by Miss Anita Levy. The chairman reported on the documents-holding policy of the Library of the Bureau of Public Administration of the University of California, Berkeley. It appears that there is no Bay Region library which may be considered as a State document center, although certain libraries have impressive collections of such material covering their special fields.

Vera Mae Slaughter, Chairman.

REQUEST OF S. L. A. DUPLICATE EXCHANGE COMMITTEE

The S. L. A. Duplicate Exchange Committee has issued the following list of publications most in demand. Libraries having copies of these or any other yearbooks or directories for discard are asked to send lists of such publications as soon as possible to Miss Margaret Hatch, Metropolitan Life Insurance Company, 600 Stockton Street, San Francscio.

Publications most in demand by S. L. A. Duplicate Exchange Committee

American Medical Directory
Ayers Directory of Newspapers and Periodicals
Bests Insurance Reports
Crain Market Data Book
Davison's Textile Blue Book (and other Davison Directories)
Exporters Encyclopedia
Flitcraft Compend
Flitcraft Life Insurance Manual
Hotel Red Book
Insurance Almanac
Kelly's Directory of Merchants, Manufacturers and Shippers of the World.
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